FORSYTH COUNTY PUBLIC LIBRARY

(Rev. 9.24.26)

VOLUNTEER POSITION DESCRIPTION

Shelving Volunteer – Post Road

Looking for a great place to volunteer? Forsyth County Public Library in Cumming is a 5-branch library system with some of the busiest libraries in the state of Georgia! We're searching for Shelving volunteers to assist Staff members with sorting and shelving materials throughout our variety of collections. Explore this exciting opportunity to join our library family!

Position Overview:
As a Shelving volunteer you'll sort and organize library materials on book carts, place items on shelves in alphanumeric order, read spine labels in assigned shelving areas to ensure accurate placement of materials, straighten sections of books as needed, empty book drops, perform light cleaning tasks (e.g. dusting shelves and tables, cleaning public computer screens and keyboards, and clearing items left on public tables), assist in setting up meeting rooms for use, and occasionally perform light clerical tasks.

Hours & Commitment:
We are looking for volunteers who can commit to at least **three months** of service with our library. Shelving volunteers donate **at least 3 hours of their time per week** with flexible shifts that can include weekdays, evenings, and/or weekends.

Current Openings	
Cumming Branch ❖ No current openings.	**Hampton Park Branch** ❖ No current openings
Post Road Branch ❖ Monday and Wednesday, morning and afternoon hours.	**Sharon Forks Branch** ❖ No current openings
Denmark Branch ❖ No current openings.	

Physical Demands:
This position requires: prolonged periods of standing; frequent periods of stooping, bending, reaching, and walking; a high degree of manual dexterity and repetitive hand movement; frequent lifting & carrying of light objects (individual or multiple books); occasional lifting of heavy items (containers of library materials or props); occasional use of pushing & pulling motions to move chairs, tables, or meeting room wall partitions; and the ability to independently lift or move a container of library materials which may weigh up to 40 pounds.

Qualifications:
Age: 16+. High School diploma, GED, or current enrollment in High School. Ability to sort in alphanumeric order, follow verbal & written instructions, work independently, demonstrate attention to detail, and perform work accurately and efficiently.

To Apply:

1. **Review the FAQ and Volunteer Handbook** located on the library's website.
2. **Complete a Volunteer Application** (available on the library website or at any branch).
3. **Email completed application** to fcpl-volunteers@ForsythPL.org. You can also bring it to the front desk at any branch, mail it to HR/Volunteers - #V-2026 Forsyth County Public Library, 585 Dahlonega Street, Cumming, GA 30040.

Questions can be directed to the Library's **Human Resources Office** at fcpl-volunteers@ForsythPL.org.

All volunteering agreements are contingent upon successfully passing the appropriate background checks.