

# FORSYTH COUNTY PUBLIC LIBRARY

## VOLUNTEER POSTING

<b>Position Title:</b>	<b>Shelving Volunteer</b>
<b>Library Location:</b>	Hampton Park
<b>Department:</b>	Public Services
<b>Length of Commitment:</b>	Three month minimum
<b>Hours Involved:</b>	3 or more hours per week preferred. Flexible shifts available (weekdays, evenings, weekends).
<b>Position Overview:</b>	Shelves library materials in proper order
<b>Major Tasks:</b>	<ul style="list-style-type: none"> <li>• Sorts and organizes library materials on book carts.</li> <li>• Places items on shelves in proper order (Dewey Decimal and alphabetical).</li> <li>• Reads spine labels in assigned shelving areas to ensure accurate placement of materials.</li> <li>• Straightens shelves, displays, magazines, and newspapers.</li> <li>• Shifts sections of books as needed.</li> <li>• Empties book drops.</li> <li>• Performs light cleaning tasks (e.g., dusts shelves &amp; tables, cleans public computers &amp; keyboards, clears items left on public tables).</li> <li>• Assists in setting up meeting room for use.</li> <li>• May perform light clerical tasks.</li> </ul>
<b>Qualifications:</b>	High School diploma/GED or current enrollment in High School. Must be at least age 16. Knowledge of the alphabet & numerical ordering (particularly decimal ordering). Ability to sort and accurately place items in alphabetical or numerical order. Ability to follow verbal & written instructions, work independently, demonstrate attention to detail, and perform work in an accurate, timely manner.
<b>Physical Demands:</b>	Requires prolonged periods of standing, and frequent periods of stooping, bending, reaching, walking, and pushing and pulling fully-loaded book carts & bins. Requires a high degree of manual dexterity and repetitive hand movement. Work involves frequent lifting & carrying of light objects (e.g., individual or multiple books), occasional lifting of heavy items (tubs or boxes of library materials), and occasional use of pushing & pulling motions to move chairs, tables, or meeting room wall partitions. Must be able to independently lift or move a tub/container of library materials (which may weigh up to 40 pounds).

### To Apply:

1. **Review the Volunteer Posting** (above) which describes the hours, tasks, qualifications, & physical demands.
2. **Review the [Frequently Asked Questions](#)** and **[Volunteer Handbook](#)** located at the library's website.
3. **Complete a [Volunteer Application](#)** (available at the Library website or any branch).
4. **Submit completed application** to HR/Volunteers - #V-2022 Forsyth County Public Library, 585 Dahlonga Street, Cumming, GA 30040. You can also fax completed application to 770-781-8089 or email completed application to [FCPL-Volunteers@forsythpl.org](mailto:FCPL-Volunteers@forsythpl.org).

Refer to the [FCPL Volunteer Handbook](#) located at the Library website (<https://www.forsythpl.org/volunteer>) for details about the Volunteer Program. Questions can be directed to the Library's Human Resources Office at [fcpl-volunteers@forsythpl.org](mailto:fcpl-volunteers@forsythpl.org).

*All volunteer assignments are contingent upon successfully passing the appropriate background checks.*