



VOLUNTEER POSITION DESCRIPTION

POSITION: Collection Maintenance Assistant
LIBRARY DEPARTMENT: Access Services

I. SUMMARY

Under the supervision of the department manager or coordinator, performs cleaning and organizing of materials on shelf; loads DVDs and CDs into cleaning machine; assists with filing, cleaning, and other collection maintenance tasks.

II. SKILLS NEEDED

Primary duties and responsibilities:

1. Ability to work independently
2. Attention to detail
3. Ability to read small print accurately
4. Knowledge of Dewey Decimal System
5. Ability to bend and stretch easily
6. Ability to push a full cart of books

III. QUALIFICATIONS FOR POSITION

- This volunteer position requires availability between 9 a.m. to 5 p.m., weekdays.
- Ability to work a three-hour shift is highly desirable.
- You must be 16 years old or over.
- Consent to a background check is required for this position.