



VOLUNTEER POSITION DESCRIPTION

POSITION: Outreach Prep Assistant
LIBRARY DEPARTMENT: Public Services

I. SUMMARY

Under the supervision of the Community Engagement Coordinator, assemble and bundle library materials being prepared for delivery to home service customers on a regular basis. Includes banding together multiple books or AV for one patron, preparing a label, and packing the bundles into bags and onto carts. Volunteers in this role are expected respect patron privacy, confidentiality, and wellbeing.

II. SKILLS NEEDED

Primary duties and responsibilities:

1. Attention to detail.
2. Ability to work independently.
3. Ability to carry bags/boxes of books weighing up to 25 pounds.

III. QUALIFICATIONS FOR POSITION

- This volunteer position requires availability between 9 a.m. to 5 p.m., weekdays.
- You must be 18 years old or over.
- Consent to a background check is required for this position.