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## VOLUNTEER SHELVER PART-TIME

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**Departmental Team:** Patron Services

**Reports to:** Patron Services Supervisor

**Hours of Work:** Part-time, approximately 2 hours a week

**Summary Description:** Volunteer shelvers are an important part of the Patron Services team,, shelving various types of materials that have been checked in. They assist front desk staff in maintaining excellent organization of materials in the Library.

### **Essential Functions:**

- Shelves a variety of materials in alphabetical or numerical order.
- Shifts and balances materials on shelves
- Shelf-reads materials to make sure they are filed in the correct order
- Cleans shelves

### **Other Responsibilities**

- Demonstrates a professional, positive, cooperative, team-oriented working relationship with co-workers and volunteers.
- Reliable attendance in the workplace.
- Stays current on Library policies, processes, procedures and technologies required to perform work duties.
- Attends and participates in volunteer events and job training.

### **Working Environment**

- Physical requirements: will be required to stand, walk, crouch, stoop, squat, twist, climb, pull, push and lift up to 50 pounds. Will be required to read small print.
- Schedule: Every Tuesday afternoon for approximately 2 hours depending on workload

### **Qualifications**

- A positive attitude, excellent interpersonal skills, and cultural sensitivity working with patrons, coworkers and community.
- Excellent attention to detail
- A great sense of humor.
- Successful completion of a background check

Interested individuals must apply online: [Online Volunteer Application](#)