Volunteer Task Description

Interested in helping with general tasks that help make the library run smoother? Learn the “behind the scenes” when you apply for a position as a

Circulation Assistant

DESCRIPTION:  
- Puts book carts in order  
- Empties return bins or boxes  
- Looks for listed items  
- Shelves items on request  
- Shelf-reads  
- Cuts recycling into scratch paper  
- Cleans computer monitors and keyboards  
- Dusts shelves

QUALIFICATIONS:  
- Ability to follow directions  
- Ability to cut scratch paper  
- Ability to bend and stretch to reach shelves and work areas (walls, counter tops, table tops)  
- Ability to push carts weighing up to 200#  

TRAINING:  
Training will be provided by supervisor. Please call your supervisor if you cannot make your scheduled time.

TIME COMMITMENT:  
Library’s choice but request minimum of 2-4 hours per week

AGE REQUIREMENT:  
13 years or older

CONTACT:  
Contact the library’s Volunteer Supervisor at any branch library or the Volunteer Coordinator, at 651.486.2213