



## VOLUNTEER POSITION DESCRIPTION

POSITION: Audio-Visual Maintenance Assistant  
LIBRARY DEPARTMENT: Technical Services

### I. SUMMARY

Under the supervision of the department manager, loads DVDs or CDs into a cleaning machine; assists with relabeling AV containers; shifts items in the AV section.

### II. SKILLS NEEDED

Primary duties and responsibilities:

1. Ability to work independently
2. Attention to detail
3. Ability to read small print accurately
5. Ability to bend and stretch easily
6. Ability to push a full cart of materials

### 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 14 years old or over.
- Consent to a background check is required for this position.