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
4. Ability to bend and stretch easily
5. 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.