



VOLUNTEER POSITION DESCRIPTION

POSITION: Collection Maintenance Assistant
LIBRARY DEPARTMENT: Information and Reader Services or Youth Services

I. SUMMARY

Under the supervision of the department manager, removes items from the shelves to be considered for discarding.

II. SKILLS NEEDED

Primary duties and responsibilities:

1. Ability to work independently
2. Attention to detail
3. Ability to read small print accurately
4. Knowledge of Dewey Decimal System
5. Ability to bend and stretch easily
6. Ability to push a full cart of books

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