

**VOLUNTEER JOB TITLE:**

Adopt-A-Shelf Reader (Ages 13+)

**VOLUNTEER REPORTS TO:**

Youth Services Manager

**PURPOSE OF VOLUNTEER JOB:**

Increase access to materials by maintaining items in correct order on the shelves

**TIME COMMITMENT REQUIRED:**

Two hours per week on a regular basis anytime the library is open

**DUTIES & RESPONSIBILITIES:**

- Select a specific area of the collection and take responsibility for just this area
- Review items on shelves for order by alphabet or Dewey Decimal
- Pull grubby looking or damaged items for selector review
- Maintains DVDs and Blu-ray movies in alphabetical order

**SKILLS/ABILITIES/QUALIFICATIONS REQUIRED:**

- Ability to arrange items in numerical and alphabetical order
- Physical ability to push, bend, stretch, reach, lift, and read book spines
- Strong organizational skills – an aptitude for detail
- Ability to work independently
- Ability to work congenially with staff, the public, other volunteers and convey a positive, friendly attitude
- Ability to understand and follow written and verbal instructions, policies, and procedures
- Ability to received instruction from library staff and the cooperation to abide by library policies and regulations

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