

**VOLUNTEER JOB TITLE:**

Children's Book Bundler

**VOLUNTEER REPORTS TO:**

Youth Services Manager

**TIME COMMITMENT REQUIRED:**

One hour or more two times a week.

**PURPOSE OF VOLUNTEER JOB:**

Create bundles of children's books by theme for checkout

**DUTIES AND RESPONSIBILITIES:**

- Choose age appropriate children's books within a theme
- Label and display bundles

**SKILLS/ABILITIES/QUALIFICATIONS REQUIRED:**

- Working knowledge of children's book and authors
- Proficiency in searching the online catalog
- Ability to work genially with staff, the public, and other volunteers with a positive, friendly attitude
- Ability to understand and follow written and verbal instructions, policies, and procedures
- Ability to speak and understand English
- Ability to read and alphabetize
- Excellent fine motor skills
- Ability to work with detailed information
- Organizational skills

**PHYSICAL AND ENVIORNMENTAL CONDITIONS:**

- Ability to lift and/or move materials as necessary up to 20 pounds

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