

VOLUNTEER JOB TITLE:

Clerical Support Assistant

VOLUNTEER REPORTS TO:

Library Administration Assistant

TIME COMMITMENT REQUIRED:

2 to 4 hour shifts weekly as arranged

PURPOSE OF VOLUNTEER JOB:

To assist branch or department staff with clerical needs

DUTIES & RESPONSIBILITIES:

- Data entry and/or typing
- Filing
- Sorting and collating
- Assist with assorted mailing projects & bulk mailings
- Working with indices
- Photocopying
- Phone calling

SKILLS/ABILITIES/QUALIFICATIONS REQUIRED:

- 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 receive instruction from library staff and the cooperation to abide by library policies and regulations
- Ability to speak and understand English
- Ability to read and alphabetize

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