

**VOLUNTEER JOB TITLE:**

Serials Support

**VOLUNTEER REPORTS TO:**

Technical Services Supervisor

**TIME COMMITMENT REQUIRED:**

3 hours per week

**PURPOSE OF VOLUNTEER JOB:**

Enhance availability of magazines and newspapers to patrons

**DUTIES & RESPONSIBILITIES:**

- Maintain order of magazines and newspapers chronologically
- Withdraw outdated magazines and newspapers using guidelines provided by Technical Services
- Clean covers of magazine holders

**SKILLS/ABILITIES/QUALIFICATIONS REQUIRED:**

- High organizational skills
- High level of accuracy
- Ability to work independently
- Ability to read and understand English
- Ability to understand and follow written and verbal instructions, policies, and procedures
- Ability to work congenially with staff, the public, other volunteers and convey a positive, friendly attitude
- Ability to lift and/or move materials as necessary

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