

**VOLUNTEER JOB TITLE:**

Shelver (ages 13+)

**VOLUNTEER REPORTS TO:**

Youth Services Manager

**PURPOSE OF VOLUNTEER JOB:**

Increase access to materials by returning items to their correct order on the shelves

**TIME COMMITMENT REQUIRED:**

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

**DUTIES & RESPONSIBILITIES:**

- Return books or other materials to appropriate locations on shelves in order by alphabet or Dewey Decimal
- Pull grubby looking or damaged items for selector review

**SKILLS/ABILITIES/QUALIFICATIONS REQUIRED:**

- Ability to successfully complete shelving exercises
- Ability to arrange items in numerical and alphabetical order
- Strong organizational skills – an aptitude for detail
- Ability to work independently
- Ability to lift, stoop, bend, stretch and reach to transfer books and materials weighing 1 to 15 pounds
- Ability to push a book cart weighing up to 50#
- Ability to read and understand English
- 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

**[Apply Now](#)**