

VOLUNTEER JOB TITLE:

Technical Services Assistant

VOLUNTEER REPORTS TO:

Technical Services Supervisor

TIME COMMITMENT REQUIRED:

2 to 3 hours per day – volunteer selects day

PURPOSE OF VOLUNTEER JOB:

Enhance availability of materials to patrons

DUTIES & RESPONSIBILITIES:

- Search for items in inventory that have been reported as missing or lost
- Search shelves for items that have been misshelved or with an RFID problem
- Write the last four digit of DVD barcode numbers on the hub tags
- Conduct inventory of small collections
- Pull books from a list of materials that could be weeded for librarians

SKILLS/ABILITIES/QUALIFICATIONS REQUIRED:

- High organizational skills
- High level of accuracy
- Ability to work independently
- Demonstrated ability to interpret information and translate content to the most a
- 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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