

VOLUNTEER JOB TITLE:

Circulation Assistant

VOLUNTEER REPORTS TO:

Circulation Manager

TIME COMMITMENT REQUIRED:

2 to 4 hours per day; volunteer selects day/s

DUTIES & RESPONSIBILITIES:

- Pulls selected titles from library shelves for patron reserves, or for Interlibrary Loan
- Place carts of books in loose order to facilitate quicker reshelving
- Pulling red dot items off the shelf for staff to change to regular items in the collection

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, alphabetize, and understand the Dewey Decimal system
- Detail orientation

[Apply Now](#)