



## Material Shelves Volunteer

### Position Overview and Impact

Douglas County Libraries elevates our community by inspiring a love of reading, discovery and connection. Volunteers are an invaluable resource in improving the quality of living in Douglas County.

Shelving volunteers supplement the work of the Material Handling Technicians. Material Shelves Volunteers help assure that customers are provided with materials in a timely manner by placing returned materials back on the bookshelves.

### Key Responsibilities

- Performs work that involves the processing, handling and shelving of library materials in an accurate and timely manner
- Accurately shelves and maintains assigned library materials in accordance with circulation procedures
- Maintains the general order of library materials and performs other circulation functions and basic clerical activities in support of library services
- Presents a positive image of the library in communications and appearance while performing duties in both the public and staff areas

### Qualifications

- Ability to interact with customers and staff
- Ability to lift, bend and reach
- Ability to work independently
- Accuracy
- Continual physical activity including constant material handling, standing, walking, close visual work with proximity to automated handling equipment
- Good organizational skills
- Regular exposure to moderate noise levels and residual dirt and dust

### Training and Support Provided

- Orientation to the library
- Training in shelving procedures
- Guidance of Lead Material Shelves Volunteers, including ability to shadow the lead

### Benefits of Volunteering

- Our volunteers enjoy personal growth and interaction, a sense of community involvement, potential physical benefits of activity, work experience, and development of job skills.
- Community volunteers are key contributors to the success of our libraries.
- We provide a safe, pleasant environment and the opportunity to meet people from diverse backgrounds.

### Time and Length of Commitment

- Minimum two hours a week for three months
- Shifts are available during the week, evenings and weekends

### Staff Connection

- Branch Volunteer Coordinator, Lead Material Shelves Volunteer, and/or other assigned staff member

*Revised September 2017*