



# Fitchburg Public Library

## Volunteer Position Description

### **CLASS TITLE:**

Library Volunteer - Teen

### **Position Summary:**

Under the direction of Youth Services staff, assists with preparing crafts, searching the stacks for materials, shelving, and tidying up the Children's Library.

### **RESPONSIBILITIES:**

**Schedule:** A requirement of 1 hour a week. Schedule is fixed and cannot be adjusted weekly. However, we can make occasional adjustments for school events.

### **Essential Functions:**

- Prepares craft supplies.
- Searches the stacks for requested materials.
- Straightens the Children's play area.
- Reshelves materials in the proper location and order.
- Shelf-reads and straightens materials on the shelves.
- Other duties as assigned.

### **Volunteer Guidelines:**

- Maintains a positive, friendly, and cooperative attitude.
- Adheres to Library policies and procedures.
- Follows directions from Library staff.
- Is dependable and punctual.

## **MINIMUM QUALIFICATIONS:**

### **Supervisory Requirements:**

- None

### **Age and/or Experience Requirements:**

- Teens ages 13-17.
- Attention to detail.
- Familiarity with the Dewey Decimal System desired.

### **Licenses, Certifications, etc.**

- None

## **Supplemental Information:**

### **Knowledge, Skills, and Abilities:**

- Ability to sort alphabetically and numerically, understanding of the Dewey Decimal System.
- Demonstrates good interpersonal communication skills with the public, supervisors, and peers.
- Ability to understand and perform assigned library procedures.

**Physical Demands: Moderate Work:** Must be able to lift up to 10 pounds and push or pull a cart weighing up to 150 pounds or more. Must be able to bend, stoop, lift, or stand for long periods of time.

**Work Environment: Inside:** Protection from weather conditions but not necessarily temperature changes. Inside work 95% of the time and outside work 5% of the time.