



Fitchburg Public Library

Volunteer Position Description

CLASS TITLE:

Library Volunteer

Position Summary:

Under the direction of Circulation staff, assists with materials handling including shelving, sorting, and searching the stacks for materials on hold. Helps maintain the Library collection in a neat and orderly fashion.

RESPONSIBILITIES:

Schedule: Hours vary, with a minimum requirement of 2 hours a week.

Essential Functions:

- Reshelves materials in the proper location and order.
- Searches the stacks for materials on hold, requested, claimed returned, lost, etc.
- Shelf-reads and straightens materials on the shelves.
- Performs sorting alphabetically and by Dewey Decimal System.
- Answers simple directional questions and refers all other questions to appropriate staff.
- Shifts areas of the collection as required.
- 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

Education and/or Experience Requirements:

- Education equivalent to a sophomore in High School preferred.
- 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 30 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 05% of the time.