

Municipal District of Peace No. 135 Library Board

Volunteer Job Description

Purpose: The Volunteer at the Brownvale Community Library assists library staff in reshelving returned library materials in the correct order and other duties as required.

Key Responsibilities:

The Volunteer:

- Checks the book drop regularly for returned materials and returns them to the shelving cart.
- Reshelves returned books and other materials in the correct Dewey Decimal order.
- Brings items from the shelves that are in poor condition to library staff for possible weeding.
- Answers patrons' directional questions. Refers patrons to other Library staff members for other assistance.

Position Reports to: Manager

Length of Appointment: The Volunteer will provide service during the time periods agreed to with the Manager.

Time Commitment: The Volunteer will provide service as agreed to with the Manager.

Qualifications: No previous library experience required. Customer service experience and knowledge of the Dewey Decimal system is an asset.

Support Provided: A one hour orientation to the layout and structure of the library, and the process of shelving, will be provided. The Volunteer will have access to a library employee who will be able to answer any patron questions the Volunteer cannot answer. Library staff are available to answer questions and provide other assistance as needed.

Benefits Provided: All Volunteer will receive a free individual library card annually for the duration of their volunteer service.

Date Approved: September 7, 2022

Sandra Willing, Chair

Review Date: 2025