

PICKLIST

Definition

This volunteer works independently to locate library materials for patron holds. Shifts are up to 2 hours long during the morning. As part of the library team, you may be asked by patrons to assist in finding items.

Volunteer could work at any library facility based on preference.

Examples of Duties

- Locate patron holds in the library collection and place in appropriate locations.

Eligibility Requirements

- Complete online application.
- Attend any necessary training.
- Pass a criminal and sex offender background check.
- Work one day a week for a minimum of two hours a day.

Knowledge and Skills

- Ability to work independently without supervision.
- Knowledge of of the Dewey Decimal System (desired but will train).

Physical Demands

Physical activities required of a person in this job are: seeing, hearing, talking, standing and walking for up to two hours, able to push a heavy cart, reaching above head, bending, and stooping.

The noise level in this work environment is usually moderately quiet and below 85dBAs.

The above statements are intended to describe the general nature and level of tasks being performed by volunteers.