



West Hurley Public Library

VOLUNTEER POSITION GUIDE

TITLE	Library Clerk Assistant
HOURS	Maximum of three scheduled hours, one day a week. A schedule will be arranged to meet the needs of the volunteer and the library.
SUPERVISOR	Library Clerk on duty
OBJECTIVE	To help maintain the order and appearance of the library by shelving materials, cleaning, participating in special projects, and helping with clerical duties.

THE PERSON IN THIS POSITION WILL BE RESPONSIBLE FOR

- Sorting books to be shelved
- Shelving materials in the proper section
- Keeping materials in order by shelf reading
- Cleaning/Dusting shelves and furniture
- Answering directional questions from patrons
- Preparing books to be recycled
- Preparing mailings
- Unloading outside boxes
- Relabeling materials
- Straightening up meeting room
- Maintaining community bulletin board
- Assisting with special projects when they arise

DESIRED QUALIFICATIONS/SKILLS

- Physical stamina-stooping, standing, stretching. Must be able to read book labels on bottom and top shelves
- Ability to work in a busy and crowded environment
- Ability to interact well with the public and to express one's self effectively
- A working knowledge of the Dewey Decimal System
- Successful completion of placement test (putting decimal numbers and authors' names in order)
- Ability to follow oral and written instructions
- Attention to detail
- Be service oriented with a desire to actively support the West Hurley Library's mission through volunteer service

TRAINING

On-the-job training will be provided