

WELLS BRANCH COMMUNITY LIBRARY

Volunteer Shelving Assistant

Position Overview and Impact:

Keeping the library neat and organized is one of our greatest challenges: if library books are not organized, patrons can't find what they need! Shelving Assistants keep the library functioning by placing books and other materials back on our shelves and making sure everything is in order so the next patron can find it easily. They also keep our shelves tidy by straightening books, dusting shelves, changing book displays, and looking for any damaged items that need repair.

Key Responsibilities:

1. Accurately shelve materials that have been returned to the library
2. Ensure that books are on the shelves in their assigned area are neat and in order
3. Dust the shelves in their assigned area and remove any trash that is found
4. Remove any books that appear to be damaged or worn out, and report these items to a librarian for repair
5. Assist patrons in locating books and other materials as requested

Qualifications:

1. Must be at least 14 years old
2. Excellent organizational skills
3. Able to sort and file both alphabetically and numerically
4. Able to perform repeated bending, kneeling & light lifting (15 lbs or less)

Volunteer Contact:

volunteer@wblibrary.org

Training and Support Provided:

- 1.5 hour orientation and training session covering library volunteer duties and tasks, including tour of facility and introduction to staff
- Training on special tasks or assignments as needed

Time Commitment:

2 hours per week minimum; average of 8 total hours per month

Length of Commitment:

6-month commitment preferred

Benefits of Volunteering:

- Gain work experience and receive recommendations from volunteer coordinator after establishing record of excellent volunteer service
- Receive hands-on learning opportunities about library operations
- Gain hours for school or organizational credit
- Discover new books to read and engage with other book enthusiasts