



The Bosler Memorial Library meets the community's evolving informational, educational, entertainment and cultural needs.

Volunteer Job Description	
<i>Title:</i> Circulation Support Volunteer	<i>Status:</i> Volunteer
<i>Reports To:</i> Assistant Director, Public and Information Services	<i>Time Commitment:</i> 2 – 4 Hours a Week
	<i>Length of Commitment:</i> 6 month minimum

Position Summary:
This volunteer responds to the needs of the Public Services Department, providing support for behind the scene projects and activities.
Minimum Qualifications:
Ability to operate computer equipment quickly and efficiently, with minimal training in the library's automation system
Ability to work congenially with staff, patrons, and other volunteers
Ability to understand and follow written and verbal instructions, policies, and procedures
General familiarity with libraries
Good people skills
Responsibilities
1. Organizing materials in shelf ready order on book carts
2. Re-shelving materials
3. Searching for lost and missing library items
Additional Information
<i>Training Provided:</i> Library orientation and specific training on shelving books
<i>Termination:</i> Failure to carry out assigned responsibilities can result in termination
Benefits of Volunteering
Chance to meet new people and work in pleasant surroundings.
Develop new skills and enhance your resume
Share your talents and give something back to the community

Clearances: Not Required

Revision Date: 11/8/2017

Contact:

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