



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

Volunteer Job Description	
<i>Title:</i> Facilities Volunteer	<i>Status:</i> Volunteer
<i>Reports To:</i> Facilities Department Staff	<i>Time Commitment:</i> Mainly be available between 6 am – 12 pm and 6 pm – 9 pm
	<i>Length of Commitment:</i> none

Position Summary:
This volunteer assists the Library by maintaining interior and exterior facilities and special projects
Minimum Qualifications:
Ability to clean
Ability to do garden and yard work
Ability to work with paint
Responsibilities
1. Cleaning of the library building and grounds: sweeping, vacuuming, dusting, cleaning furniture, washing windows, mopping floors, collecting trash, cleaning restrooms, and other light cleaning assignments
2. Gardening and yard work: weeding, mulching, watering plants and trees, picking up trash, washing sidewalks, porches and parking lot, washing exterior windows and other light exterior cleaning
3. Painting: touch up painting interior and exterior, painting of library shelving and displays
Additional Information
<i>Training Provided:</i> Library orientation and training for specific cleaning and gardening tasks
<i>Termination:</i> Failure to carry out assigned responsibilities can result in termination
Benefits of Volunteering
Provide a much-needed service to the library and its customers by ensuring the building and grounds are in excellent condition
Gain experience with gardening and cleaning tasks
Gain experience painting

Clearances: Not Required

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Contact:

Nicholas Macri
 Community Relations Coordinator
 Bosler Memorial Library
 (717) 243-4642 x3224
nmacri@ccpa.net