



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

Volunteer Job Description	
<i>Title:</i> Information Services Aide Volunteer	<i>Status:</i> Volunteer
<i>Reports To:</i> Assistant Director, Public and Information Services	<i>Time Commitment:</i> Varies
	<i>Length of Commitment:</i> 6 month minimum

Position Summary:
This volunteer performs routine clerical tasks for the Information Services Department so that the department's librarians have more time to devote to assisting patrons with information needed. Tasks undertaken help the department run more smoothly thus contributing to the library's ability to provide quality service.
Minimum Qualifications:
Good attention to detail
Ability to work independently
Basic typing, computer, and math skills
Willingness to take direction from several people
Responsibilities
1. Setting up book displays
2. Typing department forms
3. Photocopying
4. Straightening book shelves
5. Cutting Scrap paper
6. Sharpening pencils
7. Weeding Newspapers
8. Dusting
9. Miscellaneous tasks that may arise
Additional Information
<i>Training Provided:</i> Library orientation as well as training on assigned tasks
<i>Termination:</i> Failure to carry out assigned responsibilities can result in termination
Benefits of Volunteering
Gain knowledge of the library's resources
Satisfaction of knowing assistance helps the library in its mission

Clearances: Not Required

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Contact:

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