



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

<b>Volunteer Job Description</b>	
<i>Title:</i> Materials Processor Volunteer	<i>Status:</i> Volunteer
<i>Reports To:</i> Library Resources Coordinator	<i>Time Commitment:</i> 1 – 2 hours per week
	<i>Length of Commitment:</i> 3 month minimum

<b>Position Summary:</b>
This volunteer helps the library keep up with holds/requests by pulling materials from the shelves
<b>Minimum Qualifications:</b>
Good attention to detail
Ability to lift and push books on trucks
Ability to bend and stretch
<b>Responsibilities</b>
1. Searches for requested materials
2. Identify library materials that need pulled from a list
3. Match material by barcode number
<b>Additional Information</b>
<i>Training Provided: Library orientation and one-on-one with experienced volunteers for approximately 1-2 hours navigating areas of the library and understanding list layout</i>
<i>Termination: Failure to carry out assigned responsibilities can result in termination</i>
<b>Benefits of Volunteering</b>
Gain knowledge of how the library works
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

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Contact:

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