



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

Volunteer Job Description	
<i>Title:</i> Student Volunteer	<i>Status:</i> Volunteer
<i>Reports To:</i> Bosler Library Staff	<i>Time Commitment:</i> 2 hours
	<i>Length of Commitment:</i> none

Position Summary:
The Library will hold monthly volunteer days the first Saturday of the month from 9am to 11am. To be eligible for participation volunteers should complete a volunteer application and register in advance with the Community Relations Coordinator. Participating volunteers should report at the rear entrance of the Library at 9:00 am on their scheduled date.
Minimum Qualifications:
Completed volunteer application
Pre-registration with the Community Relations Coordinator
Ability to follow instructions
Attention to detail
Responsibilities
1. Dusting
2. Cleaning computers
3. Cleaning windows
4. Cleaning picture books
5. Preparing office supplies such as pencils and scrap paper
Additional Information
<i>Training Provided:</i> Introduction to the tasks at hand
<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
Give something back to the community.

Clearances: Not Required
 Revision Date: 11/10/2017

Contact:

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