



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

Volunteer Job Description	
<i>Title:</i> Youth Services Clerical Aide Volunteer	<i>Status:</i> Volunteer
<i>Reports To:</i> Assistant Director, Youth and Family Services	<i>Time Commitment:</i> 3 – 4 Hours a Week
	<i>Length of Commitment:</i> 6 month minimum

Position Summary:
This volunteer assists the library by helping to perform effective and efficient behind-the-scenes practices relating to the services and collections of the Youth Services Department
Minimum Qualifications:
Ability to follow directions of staff
Attention to detail
Knowledge of basic Microsoft computer programs like Word and Excel
Creativity
Responsibilities
1. Various administrative and clerical responsibilities, including but not limited to typing, filing, copying, etc.
2. Various collection maintenance activities, including but not limited to shelf reading, and assisting in keeping the collections and furnishings of the Youth Services Department looking fresh and appealing
3. Assists in promoting the Youth Services collection through tasks such as selecting and pulling books for in-program displays, and assisting in the creation of informative brochures and handouts.
Additional Information
<i>Training Provided:</i> Library orientation plus direct instruction from youth services staff
<i>Termination:</i> Failure to carry out assigned responsibilities can result in termination
Benefits of Volunteering
Learn details of the Youth Services collection
Gain experience in administrative functions and enhance your resume
Share your talents and give something back to the community

Clearances: Pennsylvania State Police Criminal Record Check, Pennsylvania Child Abuse History Clearance, FBI if not a PA resident for 10 consecutive years
 Revision Date: 11/8/2017

Contact:

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