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

| Title: Circulation Support Volunteer | Status: Volunteer |
| Reports To: Assistant Director, Public and Information Services | Time Commitment: 2 – 4 Hours a Week |
| | Length of Commitment: 6 month minimum |

## Volunteer Job Description

### Position Summary:

This volunteer responds to the needs of the Public Services Department, providing support for behind the scene projects and activities.

### Minimum Qualifications:

- Ability to operate computer equipment quickly and efficiently, with minimal training in the library’s automation system
- Ability to work congenially with staff, patrons, and other volunteers
- Ability to understand and follow written and verbal instructions, policies, and procedures
- General familiarity with libraries
- Good people skills

### Responsibilities

1. Organizing materials in shelf ready order on book carts
2. Re-shelving materials
3. Searching for lost and missing library items

### Additional Information

- **Training Provided:** Library orientation and specific training on shelving books
- **Termination:** Failure to carry out assigned responsibilities can result in termination

### Benefits of Volunteering

- 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
Revision Date: 11/8/2017

Contact:

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