### Volunteer Job Description

| Title: Information Services Aide Volunteer | Status: Volunteer |
| Reports To: Assistant Director, Public and Information Services | Time Commitment: Varies |
| | Length of Commitment: 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

*Training Provided: Library orientation as well as training on assigned tasks*

*Termination: 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
Revision Date: 11/8/2017

Contact:

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