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

<table>
<thead>
<tr>
<th>Volunteer Job Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong> Materials Processor Volunteer</td>
</tr>
<tr>
<td><strong>Status:</strong> Volunteer</td>
</tr>
<tr>
<td><strong>Reports To:</strong> Library Resources Coordinator</td>
</tr>
<tr>
<td><strong>Time Commitment:</strong> 1 – 2 hours per week</td>
</tr>
<tr>
<td><strong>Length of Commitment:</strong> 3 month minimum</td>
</tr>
</tbody>
</table>

**Position Summary:**
This volunteer helps the library keep up with holds/requests by pulling materials from the shelves

**Minimum Qualifications:**
- Good attention to detail
- Ability to lift and push books on trucks
- Ability to bend and stretch

**Responsibilities**
1. Searches for requested materials
2. Identify library materials that need pulled from a list
3. Match material by barcode number

**Additional Information**
*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*
*Termination: Failure to carry out assigned responsibilities can result in termination*

**Benefits of Volunteering**
- 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
Revision Date: 11/8/2017

Contact:
Nicholas Macri
Community Relations Coordinator
Bosler Memorial Library
(717) 243-4642 x3224
nmacri@ccpa.net