Volunteer Job Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>Status: Volunteer</th>
</tr>
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<tbody>
<tr>
<td>Student Volunteer</td>
<td></td>
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<tr>
<td>Reports To:</td>
<td>Time Commitment: 1 hour each day</td>
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<tr>
<td>Bosler Library Staff</td>
<td>Length of Commitment: none</td>
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</tbody>
</table>

Position Summary:

The Library has student volunteer opportunities each weekday from 3:30 pm to 4:30 pm in our Information and Youth Services Departments. To sign-up for open volunteer shifts please submit a volunteer application and the Community Relations Coordinator will email the sign-up form with available dates.

Minimum Qualifications:

- Completed volunteer application
- 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

Training Provided: Introduction to the tasks at hand
Termination: 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: 11/26/2019

Contact:

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