Title: Youth Services Clerical Aide Volunteer

Status: Volunteer

Reports To: Assistant Director, Youth and Family Services

Time Commitment: 3 – 4 Hours a Week

Length of Commitment: 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

Training Provided: Library orientation plus direct instruction from youth services staff

Termination: 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:

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