



Junior Volunteer Requirements and Duties

General Description:

Junior Volunteers will be asked to do a variety of duties to support daily library functions. A knowledge of alphabetizing is required, some knowledge of the Dewey Decimal system is preferred. Training in alphabetical filing and the Dewey Decimal System will be provided. All Volunteers under the age of 17 will need signed parent/guardian permission for an application to be considered.

Physical Requirements:

As a library junior volunteer, you will be expected to push/pull heavy carts of items, to lift up to 15 pounds, and be able to perform repetitive hand, arm, and body movement. You must also be able to stoop, stretch, bend, and reach above your head, walk, climb stairs or use step stools, and stand for long periods of time.

Junior Volunteers may come into contact with, and must be able to gracefully tolerate, odorous individuals/materials including but not limited to pet odors, mold, allergens, body odor, cigarette smoke, and other possibly offensive smells.

Junior Volunteers are expected to be dependable, responsible, regular and timely in attendance. If you anticipate being absent or late, please call so we can schedule a replacement if needed.

Junior Volunteer Responsibilities may include:

- ◆ Shelving
- ◆ Shelf Reading
- ◆ Assisting Patrons finding materials
- ◆ Assisting with Children's programming preparations.
- ◆ Limited Circulation duties
 - Checking in in-house materials
 - Cleaning materials

Junior Volunteers **will not** be responsible for:

- ◆ Taking payments of fines/fees/problems.
- ◆ Assisting patrons with personal information on public computers.
- ◆ Checking items out to patrons

Thank you for Volunteering with us!