



## CITY OF TUALATIN

### VOLUNTEER ASSIGNMENT DESCRIPTION

|                         |   |
|-------------------------|---|
| <b>JOB TITLE:</b>       | <b>Check-in Computer</b>  |
| <b>PURPOSE:</b>         | The purpose of this assignment is to assist staff with the check in of returned materials.  |
| <b>SUPERVISION:</b>     | This assignment is supervised by Support Services staff   |
| <b>TIME COMMITMENT:</b> | Two hours per week. Shifts are available for all hours the library is open.   |
| <b>DUTIES:</b>          | <ul style="list-style-type: none"><li>• Assist with scanning returned items into the computer for return to our shelves or to the owning library.</li></ul>   |
| <b>QUALIFICATIONS:</b>  | <ul style="list-style-type: none"><li>• Must be comfortable with computers</li><li>• Able to bend and lift 10-20 pounds</li><li>• Attention to detail, read and follow directions from computer monitor</li><li>• This assignment requires a background check</li></ul> |
| <b>TRAINING:</b>        | <ul style="list-style-type: none"><li>• Training will be provided on-the-job and will be done by Support Staff or the Volunteer Specialist</li></ul>  |
| <b>BENEFITS:</b>        | <ul style="list-style-type: none"><li>• This assignment makes it possible for us to keep our busy backroom moving and helps us get items back on the shelves more quickly.</li></ul>  |