CITY OF TUALATIN

VOLUNTEER ASSIGNMENT DESCRIPTION

ASSIGNMENT TITLE: HOLDS REQUESTS PROCESSOR

GOAL/PURPOSE: Provide a valuable service to library patrons by making materials available in a timely manner.

SUPERVISION: Support Services Supervisor and staff as assigned.

TIME COMMITMENT: A two-hour shift per week for a minimum of 25 hours.

DUTIES:
- Retrieve library materials from the shelves to fulfill patron Hold Requests.
- Communicate any absences or problems with Volunteer Specialist or Support Services staff.
- Accurately check in materials using a computer.

QUALIFICATIONS:
- Must be 14 years old.
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Must be able to distinguish numbers and characters.
- Enjoy working with a team.
- Ability to bend and lift books above the head and from ground level, lift 25 pounds of books, and move a wheeled cart weighing up to 100 pounds.
- Ability to use a computer, keyboard, mouse, scanner, and printer.
- Ability to use simple electronic equipment.
- Ability to follow instructions and ask questions.
- Ability to work independently.
- Background screening required.

TRAINING:
- Attend a library orientation.
- Attend a series of on the job training sessions.

BENEFITS:
- This is a great exercise program.
- You get to browse the library’s collection in a whole new way.
- Giving back to the community.