



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:	<ul style="list-style-type: none">• 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:	<ul style="list-style-type: none">• 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:	<ul style="list-style-type: none">• Attend a library orientation.• Attend a series of on the job training sessions.
BENEFITS:	<ul style="list-style-type: none">• This is a great exercise program.• You get to browse the library's collection in a whole new way.• Giving back to the community.