# CITY OF TUALATIN
## VOLUNTEER POSITION DESCRIPTION

<table>
<thead>
<tr>
<th><strong>JOB TITLE:</strong></th>
<th>LIBRARY SHELVER</th>
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<tbody>
<tr>
<td><strong>GOAL/PURPOSE:</strong></td>
<td>Provides support to the Support Services Staff as a Circulation Assistant.</td>
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<td><strong>SUPERVISOR:</strong></td>
<td>Supervised by the Support Services Staff and Library Volunteer Services.</td>
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<td><strong>TIME COMMITMENT:</strong></td>
<td>Three months.</td>
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| **DUTIES:** | • Return incoming materials, including books and DVD’s to the shelves.  
• Verify content of returned media materials.  
• Assist Support Services with tasks, as needed. |
| **QUALIFICATIONS:** | • Minimum age is 14  
• Knowledge and ability to alphabetize  
• Ability to learn the Dewy Decimal System  
• Ability to follow directions and ask questions  
• Ability to commit to and keep a schedule  
• Ability to stay on task  
• Mature, responsible, careful |
| **TRAINING:** | • Orientation  
• On-the-job training |