



CITY OF TUALATIN

VOLUNTEER POSITION DESCRIPTION

JOB TITLE:	LIBRARY SHELVER
GOAL/PURPOSE:	Provides support to the Support Services Staff as a Circulation Assistant.
SUPERVISOR:	Supervised by the Support Services Staff and Library Volunteer Services.
TIME COMMITMENT:	Three months.
DUTIES:	<ul style="list-style-type: none">• 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:	<ul style="list-style-type: none">• 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:	<ul style="list-style-type: none">• Orientation• On-the-job training