



CITY OF TUALATIN

VOLUNTEER ASSIGNMENT DESCRIPTION

ASSIGNMENT TITLE:	Spruce up the Library Volunteer
GOAL/PURPOSE:	Assist the library with various tasks that are best done after or before open hours.
SUPERVISION:	This position is supervised by the Volunteer Specialist.
TIME COMMITMENT:	This assignment lasts for two hours.
DUTIES:	<ul style="list-style-type: none">• Dusting• Cleaning• Shelving materials• Shifting collections occasionally
QUALIFICATIONS:	<ul style="list-style-type: none">• Desire to make a difference in the library• Not afraid of dust bunnies• Enjoy working with others• Willingness to learn new things
TRAINING:	<ul style="list-style-type: none">• You will be trained by on-the-job by the Volunteer Specialist or another staff member.
BENEFITS:	<ul style="list-style-type: none">• Help the library stay fresh and clean• Learn how the library works “behind the scenes”• Volunteers 6 years old and up are welcome to participate• Great family volunteer activity• Support your library staff