



## **Volunteer Children's Room Page Job Description**

**Importance of Position:** Keep children's book shelves in good order, making it easier for staff and library visitors to find items and use library materials.

**Qualifications:** Ability to arrange items in numerical and alphabetical order with complete accuracy. Physical ability to push, bend, stretch, reach, lift 25 lbs, and read book labels and titles. Attention to detail and neatness. Ability to become familiar with Dewey Decimal System and to work independently.

**Responsible To:** Children's Librarian.

**Responsibilities:** Return books or other materials to appropriate locations on children's book shelves. Straighten shelves and proofread shelving order. Refer patron requests to appropriate library staff person. Give supervisor sufficient notice if unable to keep shift assignment.

**Training provided:** On the job by supervisor; orientation to the library; mandatory HIPAA training, and safety tour.

**Benefits of Volunteering:** Interact with the public, children and co-workers; training in Dewey Decimal System; satisfaction of providing library assistance to others.

**Time Commitment:** 4 hours per week.

**Length of Commitment:** 6 month minimum.

**The library places our volunteers and may discontinue their services at any time according to our needs.**

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