



VOLUNTEER POSITION GUIDE

TITLE	AUDIO VISUAL COLLECTION CARE VOLUNTEER
HOURS	Monday or Wednesdays 6:00-9:00 PM
SUPERVISOR	Assistant for Audio Visual
OBJECTIVE	To help provide the community with shared access to information and entertainment in multimedia format.

THE PERSON IN THIS POSITION WILL BE RESPONSIBLE FOR

Because of the variety of tasks, the work will be matched to a volunteer's skills and current needs.

- Shelving audio visual materials in proper section
- Keeping materials in order by shelf reading to make sure they are in proper order
- Keeping shelves neat and orderly
- Answering directional questions for the customers
- Inspecting videos, DVDs, cassettes and compact discs for damage
- If proper mechanical skills are present, performing preventative maintenance and minor repairs of audio visual material
- Assisting with special projects as they arise

DESIRED QUALIFICATIONS/SKILLS

- Physical stamina – stooping, standing, stretching and use of footstool required. Must be able to read labels on bottom and top shelves
- Ability to work in a busy and crowded environment
- Ability to interact well with the public and to express one's self effectively
- A working knowledge of the Dewey Decimal System
- Successful completion of placement test (putting decimal numbers and authors' names in order)
- Ability to follow oral and written instructions
- Attention to detail
- Be service oriented with a desire to actively support the Chester County Library's mission through volunteer service

TRAINING

- On-the-job training will be provided