



VOLUNTEER POSITION GUIDE

TITLE	INFORMATION AND READER SERVICES COLLECTION CARE VOLUNTEER
HOURS	Minimum of three scheduled hours, one day a week. A schedule will be arranged to meet the needs of the volunteer and the library.
SUPERVISOR	Information and Readers Services Supervisor
OBJECTIVE	To assist with tasks related to the preparation and care of materials so they can be made available for public access.

THE PERSON IN THIS POSITION WILL BE RESPONSIBLE FOR

- Processing mail (magazines, newspapers, pamphlets, etc.) by sorting, checking-in and labeling
- Shelving newspapers and magazines
- Requesting and processing annual reports

DESIRED QUALIFICATIONS/SKILLS

- Physical stamina – stooping, standing, stretching and use of foot stool required.
- Experience using a PC
- Good organizational and clerical skills
- Ability to work in a busy and crowded environment
- Ability to interact well with the public and to express one's self effectively
- Ability to follow oral and written instructions
- Ability to use numerical and alphabetical filing systems as demonstrated by successful completion of placement test (putting decimal numbers and authors' names in order)
- 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