



## VOLUNTEER POSITION GUIDE

<b>TITLE</b>	YOUTH SERVICES COLLECTION CARE VOLUNTEER
<b>HOURS</b>	Minimum of three scheduled hours, one day a week. A schedule will be arranged to meet the needs of the volunteer and the library.
<b>SUPERVISOR</b>	Youth Services Supervisor
<b>OBJECTIVE</b>	To help maintain the order and appearance of the collection in Youth Services by returning materials to their place in the collection and keeping the books in proper order so materials can be readily found by library customers.

### THE PERSON IN THIS POSITION WILL BE RESPONSIBLE FOR

- Shelving children's materials in proper section
- Keeping books in order by shelf reading to make sure books are in proper Dewey decimal order and/or alphabetical order
- Keeping shelves neat by aligning books with front edge of shelf whenever possible and shifting books when necessary to make them evenly distributed
- Checking books for signs of wear, torn covers and/or pages and doing light mending to keep books together and looking attractive
- Answering directional questions for the customer

### DESIRED QUALIFICATIONS/SKILLS

- Physical stamina – stooping, standing, stretching and use of foot stool 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