

Volunteer Job Description: Adopt-A-Shelf

Overview: Stake your claim over a little section of the library! When you fill this position, pick your favorite section or area—cookbooks, crafting books, biographies, or even James Patterson—and claim responsibility for keeping that area neat and tidy! As an Adopt-A-Shelf volunteer, you will come in for an hour or two every couple of weeks and look over your area. You can even volunteer for a few minutes while you browse for books to check out! Straighten up the shelves and look out for any items that may need attention. This position is highly flexible, because the library could always use a little extra attention. We want to work with your busy schedule to allow you to give back whenever you can! *Areas include: Biographies, Cookbooks, Adult Non-Fiction, Tennessee Room.*

This Position Might Suit You If: You like to spend too much time in the stacks. You like to organize and enjoy bringing order to chaos. You like to work independently and stay focused on the tasks you are given. You don't mind answering general patron questions (like directions to a specific resource). You want to volunteer, but your schedule is hectic.

This Position Lets You: Become more familiar with materials that you enjoy. You never know what you might find! Claim responsibility for how good your section looks! Volunteer as a family! It's a great time for bonding and inspiring responsibility and cleanliness! Watch out for any items that may need some TLC (or replacement).

What We Ask of You:

- To love the idea of keeping your library clean and tidy.
- Knowledge of or willingness to learn the Dewey Decimal system.
- Desire working independently.
- Light housekeeping skills—cleaning, dusting, straightening, picking up trash, etc.
- Ability to read, write, follow written and verbal instructions, and document progress.

Availability: Does not have to be available every week.

Volunteer Job Description: Children's Area Assistant

Overview: With so many kids in and out of the library all day, every day, it is always a huge undertaking to keep the Children's Area clean and tidy. As a Children's Area Assistant, you would come in at least once a week for a couple of hours and help look over the shelves and play areas. This will make sure that the children's toys are always neat and orderly, as well as germ-free for the next kids! *This position is one we prefer to have someone come in at the same time, regularly, so we can ensure that only one Children's Area Assistant is present at a time.*

This Position Might Suit You If: You are able to work through nearby noise (such as children playing). You don't mind cleaning up after children.

This Position Lets You: Work independently. Help provide children with a clean and orderly play area while they visit the library.

What We Ask of You:

- To love organizing books, toys, puzzles, etc.
- Light housekeeping skills—cleaning, dusting, disinfecting, etc.
- Ability to read, write, follow written and verbal instructions.

****Please note that this position does not include things like reading to the children for story time. That responsibility is handled entirely by our Library Director.**

Availability: Prefer weekly but is flexible position.

Volunteer Job Description: Media Maintenance

Overview: This position is for volunteers who want to help keep the audio-visual materials neat, organized, and in working order. It's one of the library's most popular sections, so naturally it needs to be constantly tended to! As a Media Maintenance Volunteer, you will come in at a regular time every week, at a time that you choose. You'll come in and shelve DVDs or Audiobooks, as well as clean discs to ensure they are in working order. *This position is one we prefer to have someone come in at the same time, regularly, so we can ensure that only one Media Maintenance Volunteer is present at a time.* That way, the disc buffer is open to whichever volunteer is working! But you set the time and we will work around your schedule to make sure you can get in your volunteer hours your way!

This Position Might Suit You If: You love music and movies. You like to organize your personal music and movie collections. You like to take care of physical media and hate fingerprints on your DVDs.

This Position Lets You: Become familiar with our DVD collection. You might just find a new favorite movie!

What We Ask of You:

- To enjoy keeping things neat and orderly.
- Be willing to learn how to operate a disc buffer properly.
- Be able to sort numerically and alphabetically.
- Be comfortable working independently.

Availability: Prefer weekly but is flexible position.

Volunteer Job Description: Shelving Assistant

Overview: This position is for volunteers who want only to shelve materials. As a shelving assistant, you can come in regularly and volunteer to shelve materials in all areas of the library. *This position is one we prefer to have someone come in at the same time, regularly, so we can ensure that only one Shelving Assistant is present at a time.*

This Position Might Suit You If: You love music and movies. You like to organize your personal music and movie collections. You like to take care of physical media and hate fingerprints on your DVDs.

This Position Lets You: Become familiar with our DVD collection. You might just find a new favorite movie!

What We Ask of You:

- To enjoy keeping things neat and orderly.
- Knowledge of or willingness to learn the Dewey Decimal system.
- Be able to sort numerically and alphabetically.
- Be comfortable working independently.

Availability: Prefer volunteers on Tuesdays and Thursdays.

Volunteer Job Description: Event Assistant

Overview: This position is for those who would like to volunteer at various events. These events could include but are not limited to Storytime Crafts, Summer Reading Program Activities, Open Houses, and Library Card Sign-Up Event.

This Position Might Suit You If: You enjoy being around other members of the community, enjoy working with children, or you want to volunteer occasionally and not on a regular basis.

This Position Lets You: See firsthand the difference that the library makes in the lives of our community members!

What We Ask of You:

- Be willing and comfortable with communicating with the public.
- Be comfortable with fast-paced events.
- Be able to sort numerically and alphabetically.
- Ability to read, write, follow written and verbal instructions, and document progress.
- Be comfortable working in a group or independently as the event situation calls for.

Availability: As needed.