

HMCPL Volunteer Job Description

Position Title: Adopt -a-Shelf Volunteer

Branch or Department: Main Library

Supervisor: Volunteer Coordinator

Length of Commitment: 6 Months

Time Involvement: 1-2 hour minimum per week

Position Summary: Maintain order of the library materials on a specific shelf.

Essential Functions of the Job: Cooperates as a team member to help fulfill the Library's Mission Statement: "To enrich the educational, recreational, and cultural life of our community through materials, information, and programs that foster a life long love of learning."

Major Responsibilities: Shelf reading, or making sure the materials are in alpha or Dewey Decimal order. Pull materials to the front edge of the shelf. Dust or clean shelves, collect litter and bookmarks for disposal. Check materials to make sure they belong to the Huntsville Madison County Library and specific branch.

Qualifications: Volunteer must be age 14 or above. Alphanumeric and numerical skills are required and will be tested. Ability to organize with attention to detail. Good interpersonal and critical thinking skills.

Dress Code: Any time that you are at the Library in a volunteer capacity, you must wear your volunteer badge. It can get chilly in the library, so you might want to bring along a light jacket or sweater.

Appropriate clothing choices include khakis, jeans (in good repair), collared shirts, unprinted t-shirts and comfortable shoes. Inappropriate clothing choices include athletic shorts, mini-skirts, short shorts, super low-rise jeans, halter tops, tank tops, muscle shirts or screen printed t-shirts.

Working Environment: The work environment involves everyday risks or discomforts which require normal safety precautions typical of office environments. The volunteer will regularly interact with the public, library employees and other volunteers.

Physical Demands: Must possess the mobility to work in the library setting which includes the ability to stand, squat, stoop, stretch, climb, lift, carry, shelve and retrieve books and materials from shelves and storage locations generally not exceeding 40 pounds. Must have the ability push heavy carts filled with library materials over even and uneven surfaces. Must possess the vision required to read printed materials and a computer screen.