

HMCPL Volunteer Job Description

Position Title: Circulation Support Volunteer

Branch or Department: Various locations (as needed)

Supervisor: Circulation Supervisor or Manager, depending on location

Length of Commitment: 6 Months

Time Involvement: Two hours minimum per week

Position Summary: Responds to the needs of the Circulation Department, providing support for back room projects and activities.

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: May assist with any of the following, or similar, tasks: searching for items to be reserved for library patrons, preparing items for the holds shelf, calling patrons about available holds, retrieving items from the bookdrop, helping patrons search the online public access catalog. Sorts incoming materials. Dusts shelves. Places materials accurately on the shelves. Help maintain an orderly collection.

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.