



Volunteer Job Description: Library Page

Position Summary: Accurately shelves library materials according to alphabetical order or Dewey Decimal number. Shelf reads or organizes materials on the shelf. Dusts shelves and straightens library materials as needed.

Essential Functions:

- Shelf library materials in assigned sections
- Shelf reading of library shelves in assigned sections
- Dusting of shelves while shelving or shelf reading
- Straighten library materials on shelves while shelving or shelf reading

Standard Functions:

- Dependable and punctual
- Upholds all library policies and procedures of Mount Vernon Library Commons and the City of Mount Vernon
- Performs other duties as assigned

Required Knowledge, Skills, and Abilities:

- Knowledge of alphabetical and numerical systems
- Able to learn to maintain and organize library materials
- Able to complete repetitive tasks with complete accuracy
- Able to work independently and dependably to complete routine tasks
- Able to refer information-seeking questions to staff
- Able to read, write, and understand instructions

Physical Conditions:

- Moderate physical effort in the handling of light materials
- Pushing or pulling library carts, up to 30+ pounds
- Lifting, stretching, reaching, and stooping

Training and Support Provided: Library volunteer orientation and additional online learning

Time Commitment: Flexible schedule, committed to 1-4 hours per week

Length of Commitment: Minimum of 6 months



Receipt of Volunteer Job Description: Public Services Library Page

I have received a copy of the job description for a Public Services Library Page at Mount Vernon Library Commons.

Print Name

Volunteer Signature

Date

Volunteer Coordinator Signature

Date