

	Job Title:	Adopt-A-Shelf	Reports to:	Site Team Lead
	Department:	Public Services	Location:	All Library Locations

FREQUENCY

Ongoing opportunity. We will work with you to set a flexible schedule. Then you can schedule your time at your own convenience.

Available during any location's open hours

JOB DESCRIPTION

Do you find yourself straightening shelves at the Library or bookstore as you wander the aisles? Is your home library the most organized around? Adopt-A-Shelf may be the right fit for you! As an Adopt-A-Shelf volunteer, you will keep your section organized to help other customers more easily find materials at the Library. Your main tasks will be "reading" the shelves by scanning spine labels, putting materials in the correct order, and straightening materials on shelves. This volunteer opportunity is a great fit for families, organizations, or individuals.

POSITION REQUIREMENTS

- You can organize materials alphabetically and numerically
- You welcome working with people from your community
- You are positive, adaptable, and forward thinking
- You display appropriate demeanor at all times; this includes dress, body language, and facial expressions
- You abide by established policies and procedures

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Office environment; exposure to materials returned in unfavorable conditions
- Mobility: Frequently lifts and carries 10 pounds; occasionally pushes/pulls using cart; frequently sits, stands, kneels, squats, bends, twists, grasps, and reaches above shoulders to move materials
- Must be able to respond to fire alarms, warning sirens, and phone pages