

Library Volunteer Opportunities 2016

BLACK GOLD DELIVERY ASSISTANT

Purpose of Position: To process items received through Black Gold Cooperative System

Duties Include:

Checking-in materials returned or requested
Routing materials to appropriate carts
Keeping area neat and clean

Requirements:

Knowledge of alphabetical and numerical filing systems
Attention to detail
Good penmanship
Ability to lift 20 lbs. or more
Ability to push cart (sometimes heavy) up ramp
Ability to work independently
Must be at least 18 years of age
Reference checks and fingerprinting

Time Commitment:

2-3 hours/week

CHILDREN'S SERVICES DESK ASSISTANT

Purpose of Position: To provide superb customer service in assisting library patrons

Duties include:

Assisting patrons of all ages
Knowing collections and using library catalog, online databases & Internet resources to answer questions
Instructing patrons on use of online catalog and databases
Overseeing computer signups, computer troubleshooting, and printouts.
Managing multi-line telephone
Shelving materials correctly
Keeping statistics
Keeping children's area neat and clean

Requirements:

Strong customer service skills and professionalism
Ability to work well with children
Good communication skills (both face-to-face and over the phone)
Ability to multi-task
Ability to use alphabetical and numerical filing systems
Ability to reach above head and use foot stool
Ability to reach lower shelves
Ability to learn basic reference materials and computer catalog searching techniques
Creativity in researching strategies
Patience
Attention to detail
Must be at least 18 years of age
References check and fingerprinting

Time Commitment:

3-4 hours/week

Library Volunteer Opportunities 2016

CIRCULATION DESK ASSISTANT

Purpose of Position: To provide superb customer service in assisting library patrons

Duties include:

- Checking in, out, and renewing materials
- Conducting accurate financial transactions and recordkeeping
- Sorting materials on shelving carts
- Emptying book drops
- Managing multi-line telephone
- Printing out materials for computer users
- Operating FAX machine
- Maintaining holds shelf
- Routing items for delivery
- Shelving materials correctly around Circulation Desk area
- Keeping area neat and clean

Requirements:

- Strong customer service skills and professionalism
- Good communication skills, both face-to-face and over telephone
- Familiarity with Windows computer environment and ability to learn programs/mouse
- Ability to multi-task
- Ability to handle monetary transactions
- Ability to use alphabetical and numerical filing systems
- Ability to stand for long periods of time
- Attention to detail
- Must be at least 18 years of age
- References check and fingerprinting

Time Commitment:

3-4 hours/week

CLEANING

Purpose of Position: To maintain cleanliness throughout library

Duties include:

- Dusting shelves
- Wiping down tables and chairs
- Wiping down public computer keyboards
- Wiping down book covers

Requirements:

- Ability to reach and stoop
- Must be at least 18 years of age
- References check and fingerprinting

Time Commitment:

2-4 hours/week

Library Volunteer Opportunities 2016

CONCIERGE

Purpose of Position: To ensure patrons have a positive experience within the policies and guidelines of the library

Duties include:

- Greeting patrons at entrance with welcoming smile
- Offering to be of assistance if needed
- Answering directional questions (both within the library and within the community)
- Conducting reference interviews to better understand patron needs
- Escorting patrons to appropriate collections and helping them find desired materials
- Providing patrons with helpful materials, such as library pamphlets or city maps
- Demonstrating/assisting with self-check out machine
- Recordkeeping of assistance provided
- Leading scheduled tours

Requirements:

- Strong customer service skills and professionalism
- Ability to problem-solve
- Ability to multi-task with interruptions
- Ability to reach above head and use foot stool
- Ability to reach lower shelves
- Working knowledge of library floor plan, collections, and services
- Must be at least 18 years of age
- References check and fingerprinting

Time Commitment:

2-3 hours/week

DONATIONS ASSISTANT

Purpose of Position: To help facilitate donated items through the collection development process

Duties include:

Sorting donated materials according to written guidelines

Requirements:

- Working knowledge of popular fiction and non-fiction authors
- Ability to push book cart (at times heavy)
- Ability to use alphabetical and numerical filing systems
- Ability to reach above head and use foot stool
- Ability to reach lower shelves
- Attention to detail
- Ability to lift 20 lbs. or more
- Ability to work independently
- Must be at least 18 years of age
- References check and fingerprinting

Time Commitment:

2 hours/week

Library Volunteer Opportunities 2016

FRIENDS OF THE LIBRARY GIFT SHOP ASSISTANT

Purpose of Position: To assist customers with purchases

Duties include:

Strong customer service skills and professionalism
Using point-of-sale computer program
Keeping books and inventory neatly displayed
Keep magazine racks neat and carts filled

Requirements:

Ability to handle monetary transactions, including credit card sales
Familiarity with Windows computer environment and ability to learn programs/mouse
Must be at least 18 years of age
References check and fingerprinting

Time Commitment:

2-3 hours/week

GRANDPARENTS AND BOOKS ASSISTANT

Purpose of Position: To enrich children's library experience through shared books and activities

Duties include:

Planning day's theme and selecting appropriate materials needed
Reading to children
Providing enrichment activities
Keeping children's area neat and clean

Requirements:

Ability to work well with children and parents
Good communication skills
Patience
Flexibility and energy
Must be at least 18 years of age
References check and fingerprinting

Time Commitment:

3-4 hours/week

Library Volunteer Opportunities 2016

HOLDS PROCESSING ASSISTANT

Purpose of Position: To fulfill patrons' materials requests

Duties include:

Generating list of items (books, magazines, DVDs, CDs, videos, pamphlets, etc.) requested
Finding and pulling requested items
Noting any incorrect labeling, items in need of repair, etc.
Checking requested items in
Preparing routing slips
Bagging items for delivery

Requirements:

Ability to use alphabetical and numerical filing systems
Creativity in researching strategies
Ability to reach above head and use foot stool
Ability to reach lower shelves
Ability to work independently
Ability to use initiative in finding materials not shelved correctly
Attention to detail
Must be at least 18 years of age
References check and fingerprinting

Time Commitment:

1-2 hours/week

MATERIALS MENDING/ REPAIRING ASSISTANT

Purpose of Position: To repair books and audio-visual materials in a timely manner for patron use

Duties include:

Identifying materials on shelves in need of repair
Assessing damage and evaluating repair potential
Mending/repairing materials as needed
Keeping work area neat and clean

Requirements:

Good eyesight and small motor skills
Attention to detail
Neatness and clean work habits
Ability to work independently
Must be at least 18 years of age
References check and fingerprinting

Time Commitment:

2-3 hours/week

Library Volunteer Opportunities 2016

MATERIALS PROCESSING ASSISTANT

Purpose of Position: To prepare new materials for patron use

Duties include:

Creating and printing computer-generated labels
Applying labels, stamping materials, applying book covers or book tape as needed
Replacing AV cases as needed
Identifying incorrectly labeled or outdated labels on materials on shelves
Keeping work area neat and clean

Requirements:

Good hand-eye coordination
Ability to use computer programs and mouse
Attention to detail
Ability to work independently
Must be at least 18 years of age
References check and fingerprinting

Time Commitment:

2-3 hours/week

REFERENCE/COMPUTER DESK ASSISTANT

Purpose of Position: To provide superb customer service in assisting library patrons

Duties include:

Assisting patrons of all ages
Knowing collections and using online catalog, databases, and Internet resources
Instructing patrons on online catalog and databases
Managing multi-line telephone
Overseeing computer reservations, troubleshooting, and printouts
Shelving materials correctly
Keeping statistics
Keeping area neat and clean

Requirements:

Strong customer service skills and professionalism
Good communication skills, both face-to-face and on the telephone
Ability to multi-task
Ability to reach above head and use foot stool
Ability to reach lower shelves
Ability to learn basic reference materials and computer catalog searching techniques
Creativity in researching strategies
Ability to use alphabetical and numerical filing systems
Ability to learn and use computer programs and a mouse
Attention to detail
Must be at least 18 years of age
References check and fingerprinting

Time Commitment:

3-4 hours/week

Library Volunteer Opportunities 2016

SHELVING/SHELF READING ASSISTANT

Purpose of Position: To shelve items returned to the library and maintain order of items

Duties include:

- Confirming items belong to Paso Robles City Library
- Correctly shelving materials
- Checking shelves for accuracy
- Identifying materials for mending
- Dusting/tidying shelves

Requirements:

- Ability to use alphabetical and numerical filing systems
- Ability to reach above head and use foot stool
- Ability to reach lower shelves
- Ability to work independently
- Attention to detail
- Ability to lift 20 lbs. or more
- Must be at least 18 years of age
- References check and fingerprinting

Time Commitment:

2-4 hours/week

SPECIAL PROJECTS

Purpose of position: To support staff in behind-the-scenes library service operations

Duties may include:

- Assessing donations
- Weeding collections
- Creating displays

Requirements:

- Ability to use alphabetical and numerical filing systems
- Ability to read book labels on top and bottom shelves
- Ability to reach above head and use foot stool
- Ability to reach lower shelves
- Attention to detail
- Good hand/eye coordination
- Ability to lift 20 lbs. or more
- Ability to work independently
- Must be at least 18 years of age
- References check and fingerprinting

Time Commitment:

3-4 hours/week

Library Volunteer Opportunities 2016

STORYTIME ASSISTANT

Purpose of Position: To enrich children's library experience through shared books and activities

Duties include:

- Planning and conducting a weekly Storytime program
- Selecting appropriate children's literature
- Preparing materials for activities
- Keeping statistics
- Keeping Story Hour Room neat and clean

Requirements:

- Ability to work well with children and parents
- Good communication skills
- Flexibility and energy
- Patience
- Must be at least 18 years of age
- References check and fingerprinting

Time Commitment:

Varies/month

STUDY CENTER ASSISTANT

Purpose of Position: To provide superb customer service in assisting library patrons at Study Center, 3600 Oak St., Ste. 101

Duties include:

- Assisting with programs and activities
- Assisting with homework
- Knowing collections and resources
- Monitoring computer use
- Shelving materials correctly
- Keeping statistics
- Keeping children's area neat and clean

Requirements:

- Ability to work well with the children and parents
- Ability to multi-task
- Knowledge of basic computer skills
- Creativity in researching strategies
- Ability to speak Spanish is a plus
- Must be at least 18 years of age
- References check and fingerprinting

Time Commitment:

3 hours/week