

≡ MULTNOMAH COUNTY LIBRARY ≡

Volunteer Position Description

JOB TITLE: **BRANCH ASSISTANT**

GOAL/PURPOSE: Help with a variety of tasks at branch libraries to expedite the flow of materials

SUPERVISOR: Branch/Central Manager, Supervisor, or their designee

TIME Two to four hours weekly
COMMITMENT: Minimum of three months

DUTIES: **May vary depending on library's needs**

- Check in books and other library materials
- Sort books in preparation for shelving
- Assist with shelving and/or shelf reading and maintenance
- Place books and materials in order on shelves
- Verify order of materials on shelves and correctly re-shelve materials that are out of order
- Check materials for condition and completeness

QUALIFICATIONS:

- Be computer-friendly
- Familiarity with library organizational systems
- Able to sort/file alphabetically and numerically
- Able to lift, bend, stoop and reach
- Ability to work independently once trained but also be part of a team
- Accuracy and attention to detail a must
- Be able to interact with the public
- Good communication and customer service skills

TRAINING:

- Library location training. Volunteers must have good “users” knowledge of the Dewey Decimal System.