



31 Mount St. Mary's Way  
Hooksett, NH 03106  
[www.hooksetlibrary.org](http://www.hooksetlibrary.org)

### *Volunteer Position Description*

<b>Position Title:</b>	Hooksett Library Publicity Archive Volunteer
<b>Purpose:</b>	Assist Customer Service Departments with library publicity archives.
<b>Responsibilities:</b>	Clips and adheres Hooksett Library articles from local newspapers in library scrapbooks.
<b>Reports to:</b>	Customer Service Specialist
<b>Length of Appointment:</b>	This volunteer position is ongoing. Agreement shall be reviewed and signed annually in May of each year.
<b>Time Commitment:</b>	The Library Publicity Archive Volunteer positions requires 1 - 3 hours per week.
<b>Qualifications:</b>	Eligible candidates include adults over the age of 18 who meet the organization's minimum criteria for a criminal background check.
<b>Training Provided:</b>	Orientation session for library.