Volunteer Position Description

Position Title: Materials Processing Volunteer

Purpose: Process donated materials to be added to the collection.

Responsibilities: Cover books and process materials donated to the library which will be added to the library’s collection.

Reports to: Customer Service Supervisor

Length of Appointment: This volunteer position is ongoing or for a period of time depending on the individual. Agreement shall be reviewed and signed annually in May of each year.

Time Commitment: The Library Materials Processing Volunteer position requires 5 – 10 hours per month.

Qualifications: Eligible candidates include adults over the age of 18 who meet the organization’s minimum criteria for a criminal background check.

Attention to detail.

Strong fine-motor skills, craft-oriented skills

Training Provided: Orientation session for library.

Overview of book binding and repair.