Volunteer Position Description

Position Title: Music Collection Maintenance Volunteer

Purpose: To maintain orderly appearance and correct order of library’s music CD collection.


Retrieval of materials either damaged or significantly out of order, to be given to the Customer Service Supervisor.

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 Music Collection Maintenance Volunteer position requires 1 - 2 hours per week.

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

Training Provided: Orientation session for library.

Overview of Dewey Decimal order

Review of library collections.