



31 Mount St. Mary's Way
Hooksett, NH 03106
www.hooksettlibrary.org

Volunteer Position Description

Position Title:	Town Minutes Archive Volunteer
Purpose:	Assists Customer Service Specialist with maintenance of town minutes archives.
Responsibilities:	Files town minutes in appropriate minutes archive binders.
Reports to:	Customer Service Specialist
Length of Appointment:	This volunteer position is ongoing. Agreement shall be reviewed and signed annually in May of each year.
Time Commitment:	The Town Minutes Archive Volunteer position requires 1 - 3 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.
Support Provided:	Orientation session for library.