

## **LIBRARY VOLUNTEER JOB DESCRIPTION**

### **POSITION TITLE:**

Circulation Unit Aide

### **RESPONSIBLE TO:**

Volunteer Coordinator

### **POSITION FUNCTION:**

The Circulation Aide is responsible for performing various tasks in support of the Circulation Unit.

The Circulation Aide works under the supervision of the Volunteer Coordinator or designated team member.

### **MAJOR DUTIES:**

Works with the Circulation Unit:

- Sorts, files and shelves materials according to classification system.
- Shelf reading and general pick-up.
- Locates materials on hold and trace lists.
- Assists in the emptying of Bookdrops.
- Prepares materials for delivery and unpacks delivery.

Assists with preparation of materials for handout – stamping, folding and sorting.

Performs other duties as assigned or as necessary.

### **MINIMUM QUALIFICATIONS:**

Must have the ability to interact with the public and library staff effectively, must enjoy working with children of all ages.

Must have the ability to work independently in carrying out assignments to completion.

Must be able to follow written and oral instructions, learn assigned tasks readily and complete work in an accurate and timely manner.

Must have ability to work well with others in a public setting.

Prefer some knowledge of filing alphabetically and numerically.

Must successfully complete library Page Test.

### **PERFORMANCE EVALUATION:**

Work is reviewed through observation in progress and when completed.

Job performance is evaluated on a number of factors, including the ability to complete assignments satisfactorily with a minimum of supervision.