

## **Braswell Library Volunteer Opportunity**

### **Teen Shelver**

This Youth Services Department volunteer is responsible for learning the kinds of materials and locations of these materials in the Youth Services area. The volunteer will shelve returned items, and check the shelves to insure that all items are correctly placed.

#### **Responsibilities:**

- Shelving of children's and young adult material
- Monitor arrangement to materials, correcting placement as necessary
- Arrange book displays
- Maintain friendly attitude toward patrons

#### **Qualifications:**

- Ability to alphabetize materials.
- Understanding of and ability to use the Dewey Decimal System to organize materials.

#### **Training/Preparations:**

- Orientation to Braswell Memorial Library and to Youth Services Division.
- On the job training.

**Time Requirements\Length of Commitment:** Negotiable

**Supervisor:** Youth Services Supervisor