

Teen General Volunteer

This Youth Services Department volunteer is responsible general duties including but not limited to shelving, shelf reading, computer assistance to patrons, assistance to patrons in locating materials, and special assignments.

Responsibilities:

- Shelving of children's and young adult material
- Monitor arrangement to materials, correcting placement as necessary
- Arrange book displays
- Assist staff and public with public computers
- Assist with special programs
- 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 Support Services Division.
- On the job training.

Time Requirements/Length of Commitment: Negotiable

Supervisor: Youth Services Supervisor