



LEWES PUBLIC LIBRARY VOLUNTEER POSITION DESCRIPTION

Thank you for your interest in volunteering at the Lewes Public Library. Please read the following volunteer position description and complete an application. You then will interview with the Volunteer Coordinator and/or appropriate staff supervisor, attend an orientation and receive job specific training.

Title: Children's Wing Volunteer

Primary Responsibilities: Checking in and checking out library materials, shelving, shelf reading, assisting with Story Hour, responding to patron requests, occasional folding and cutting, and other duties as assigned.

Time Commitment: A regularly scheduled two or three hour shift per week. Shifts are available in the morning and afternoon, Monday through Friday.

Requirements: Bending, stretching, walking, pushing book-filled carts (about 10 pounds), lifting and carrying stacks of books (at least 5 pounds), reading, writing, attention to detail, accuracy and consistency, ease with computers, friendly, flexible, and reliable.

Supervision: Children's Librarian

Edited by Rebecca Lowe, Volunteer Coordinator
Lewes Public Library
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