



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: Circulation Desk Volunteer
Front Desk and Emergency Substitute

Primary Responsibilities: Checking in and checking out library materials, shelving, shelf reading, 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, afternoon and evening. Volunteers also are needed as emergency substitutes to fill in for regularly scheduled volunteers.

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.

Emergency Substitutes must be willing to volunteer on short notice.

Supervision: Circulation Manager

Edited by Rebecca Lowe, Volunteer Coordinator
Lewes Public Library
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