



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: Morning Transit Volunteer

Primary Responsibilities: Assisting staff in processing the morning transit including unpacking bags, sorting materials, scanning materials, shelving items, and notifying patrons of item availability. May have other duties as assigned.

Time Commitment: One two-hour shift per week, 9:00 – 11:00 am, Monday through Friday. Length of shift depends on when the delivery arrives – it may not start at 9:00 or last until 11:00. However volunteers should report to the library during those times.

Requirements: Bending, stretching, walking, lifting boxes of books (at least 20 pounds), pushing book-filled carts (about 10 pounds), carrying stacks of books (at least 5 pounds), reading, writing, ease with computers, attention to detail, accuracy and consistency, friendly, flexible, and reliable.

Supervision: Volunteer Coordinator or Circulation Manager

Edited by Rebecca Lowe, Volunteer Coordinator
Lewes Public Library
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