



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: Shelf Elf

Primary Responsibilities: Reviewing an assigned area in the stacks to make sure items are properly shelved. May have other duties as assigned.

Time Commitment: Flexible – set your hours, but a weekly commitment is required.

Requirements: Bending, stretching, walking, lifting and carrying stacks of books (at least 5 pounds), reading, writing, attention to detail, accuracy and consistency, friendly, flexible, and reliable.

Supervision: Circulation Manager

Edited by Rebecca Lowe, Volunteer Coordinator
Lewes Public Library
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