NEVADA COUNTY LIBRARY

Volunteer Shelving Coordinator

Job Description

Importance of Position: Assists the library by ensuring shelves are in good order, making it easier for staff and patrons to find and use materials, and by ensuring that volunteer shelvers have sufficient supervision and a good volunteer experience.

Qualifications:
- Prior experience as a volunteer shelver
- Ability to work independently
- Organizational abilities
- Good communication skills

Responsible To: Branch Volunteer Coordinator

Responsibilities:
1. Interview new potential volunteer shelvers.
2. Coordinate the scheduling of volunteer shelvers.
3. Respond to volunteer scheduling changes as needed, identifying substitutes and notifying library staff of changes.

Training Provided: Meeting with staff for familiarization with scheduling needs.

Benefits of Volunteering:
- Satisfaction of providing a needed service to the community.
- Opportunity to sharpen one’s own organizational skills.
- Opportunity to meet and get to know people with similar interests.

Time Commitment: Estimate 3 to 4 hours per month

Length of Commitment: Minimum 6 month commitment requested

Grounds for Termination:
- Failure to carry out responsibilities
- Breach of confidentiality

Contact Person: Branch Manager

Date Revised: 8/97