



VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Resource Room Assistant
REPORTS TO: Director of Community Outreach

HOURS

Hours are flexible according to the office hours of the Center and Resource Room availability.

TASKS

- Check-in returned items to the library.
- Reshelf returned library items according to alphabetical system.
- Remove outdated references from the room.
- Maintain resource service list.
- General Resource Room clean-up.
- Other tasks as assigned.

QUALIFICATIONS

- Strong organizational skills and ability to alphabetize.
- Capable of lifting lightweight items above shoulder height.
- Knowledge of Microsoft WORD, EXCEL and ACCESS or a willingness to learn.
- Ability to maintain confidentiality and professionalism.

BENEFITS

- Gain an increased awareness of the Center and its mission in the community.
- Gain incidental knowledge of resources for families, including books, CD's, DVD's, magazines, newspapers, and scholarly publications.
- Increase library proficiency.
- Accumulate volunteer hours for personal portfolio.