



Lake Travis Community Library

Teen Volunteer Job Description

Shelving and General Assistance

Position Overview

Assist circulation staff by shelving materials, searching for items, and straightening and organizing shelves. Provide service to patrons such as using the catalog and locating materials in the library.

Responsibilities

- Accurately shelve and locate materials throughout the library
- Be familiar with and able to direct patrons to library services and resources
- Check the book drop regularly and bring items to check in desk
- Straighten and organize books correctly in an assigned section of the library
- General cleaning, restocking, and straightening when requested

Qualifications

- At least 13 years of age
- Excellent attention to detail
- Able to organize items alphabetically and by the Dewey Decimal system
- The ability to carry up to 20 pounds, be on your feet for extended periods of time, and reach high and low shelves
- Punctuality and reliability attending scheduled shifts
- Able to work independently as well as follow directions
- A friendly and helpful disposition

Benefits of Volunteering

- Develop relationships with and serve members of our community
- Opportunities to practice and develop leadership and communication skills
- Earn community service credit
- Potential to earn a scholarship for college

Training and Support Provided

- Orientation and training on library policy and shelving procedures prior to first shift
- Library staff available for support at all times

Length of Commitment

One weekly shift of two to three hours during fall semester, spring semester, or summer break

Contact Person

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