



## 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
- 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
- Able 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 hours for entirety of session - fall semester, spring semester, or summer break.

##### **Contact Person**

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