

# Questa Public Library

## Library Volunteers

### Job Description

**Nature of work:** Under general supervision, performs a variety of duties of routine nature in dealing with library materials, preparing and supporting programming, and raising awareness of the library in the community.

### Primary Duties and Responsibilities

- Shelf reading
- Shelving books and materials
- Cleaning shelves
- Homebound delivery
- Displays/art projects
- Adult programming
- Children's programming
- Summer library programming
- Preparing books for shelving
- Covering books

### Qualifications

- A belief in the Public Library as a crucial component of American society
- A desire to assist the library as a non-paid professional

- Some knowledge of approved library or clerical procedures and methods
- Ability to adapt to frequent changes in priorities
- Ability to follow oral and written instructions in English
- Ability to adhere to prescribed library routines, policies and objectives