

Tillamook County Library Volunteer Position Description  
Branch Volunteer

Job Summary:

Branch Volunteers assist staff with library upkeep, such as shelving, shelf-reading, and light cleaning. Volunteers will report to Branch Manager Jennifer Wells and branch staff.

Duties:

- Shelving returned library materials;
- Organizing and straightening materials, shelf-reading;
- Light cleaning such as dusting, cleaning computer screens, etc.;
- Tidying public areas, such as picking up toys in the children's area, pushing in chairs, straightening books on the shelves.

Skills required:

- Ability to cooperate with staff and the public;
- Ability to maintain a professional manner when dealing with staff and the public;
- Ability to follow instructions given by staff.

Requirements:

- 16 or older;
- Application and background check processed by Tillamook County.

The duties of this job may include physical activities such as shelving or rearranging materials. Volunteers may be asked to lift items up to twenty pounds or push loaded book carts.

I have read the above and agree to participate in the library volunteer program:

Print name \_\_\_\_\_

Signature \_\_\_\_\_