

LOVE YOUR LIBRARY - LEND A HAND!

Like many libraries, we operate on a shoestring budget which means there's a lot of room for dependable volunteer help. The Rosemary Garfoot Public Library has the following opportunities for reliable volunteers:

MAGAZINE ASSISTANT

Job Description: Assist library staff in maintaining the magazine collection in orderly manner.

Time Commitment: 1 day a week; 1-2 hours

Qualifications: Attention to detail; able to work independently; able to arrange magazines in numerical and alphabetical order; able to push, bend, stretch and lift.

LIGHT CLEANING ASSISTANT

Job Description: Under direction of library staff, assist in cleaning book shelving areas, study tables, and computer desks to maintain a clean, healthy environment for library users.

Time Commitment: 1 day a week; 1-2 hours

Qualifications: Able to push, bend, stretch and lift; able to work independently; no allergies to dust or mold.

PLANT CARE

Job Description: Maintain indoor plants, including watering and pruning when necessary.

Time Commitment: 1 day a week; ½-1 hour

Qualifications: Knowledge of house plants and their care helpful, but not necessary; ability to work independently.

BOOK CLEANER

Job Description: Under direction of library staff, assist in cleaning book covers to maintain a clean, well-cared for collection for library users.

Time Commitment: 1 day a week; 1-2 hours

Qualifications: Able to push, bend, stretch and lift; an eye for detail and the ability to work independently.

MEDIA CASE CLEANER

Job Description: Under direction of library staff, assist in cleaning CD, DVD, and Audio Book cases. This is a limited term job.

Time Commitment: 1 day a week; 1 hour for approximately 6 months

Qualifications: The ability to work independently.

DISC CLEANER

Job Description: Under direction of library staff, use disc cleaning equipment to polish scratched DVDs and CDs.

Time Commitment: 1 day a week; 2 hours

Qualifications: Ability to work independently; and eye for detail.

SHELF READER

Job Description: Maintain shelf order, check for damage or mislabels, straighten books.

Time Commitment: 1 day per week; 1-2 hours

Qualifications: Strong alphabetization skills; basic knowledge of Dewey system helpful; an eye for detail; able to pass library skills test; reaching, standing, walking.

SHELF ORGANIZER

Job Description: Assists library staff in shelving all types of materials on shelves. May also read shelves to determine that materials are in proper order.

Time Commitment: 1 day per week; 1-2 hours

Qualifications: Able to accurately arrange items in alphabetical and numerical order; able to bend, stoop, reach, stretch and lift; attention to detail; able to work independently; able to pass library skills test.

SUMMER PROGRAM VOLUNTEER (FOR TEENS)

Job Description: Help families register for the summer reading program, check reading records and hand out weekly prizes, answer questions about program

Time Commitment: at least 2 days per week: 2 hours per day

Qualifications: at least 12 years old, good organizational skills, good social skills, must enjoy working with children, attention to detail, alphabetical filing.

WINDOW WASHER - NOT ALL OF THEM!

Job Description: Assist library staff in keeping interior glass surfaces clean.

Time Commitment: 1 day per week; ½ -1 hour

Qualifications: Able to work independently; able to bend and stretch.

WATER FEATURE MAINTENANCE

Job Description: Maintain outdoor water feature by keeping water level at appropriate levels; small amount of weeding.

Time Commitment: 1 day per week; ½ hour per week

Qualifications: Able to work independently; able to bend, stoop, reach, stretch.