

VOLUNTEER JOB DESCRIPTIONS

CORVALLIS – BENTON COUNTY PUBLIC LIBRARY

Job Title	Department	Duties	Requirements
Adopt-A-Shelf Assistant	Access Services	Volunteers help clean book jackets, keep shelves dust free and assist in keeping our Library materials in order for our patrons to find materials easily.	Volunteers must be able to work accurately with numbers, the alphabet, work quietly, independently and have great attention to detail. This position requires some bending, reaching overhead, standing on a step-stool and standing for periods at a time.
Bedtime Storytime Aide	Youth Services	Volunteers select and prepare 3-4 stories and appropriate activities to primarily preschool and young school age children. Activities may also include finger plays, music and small craft activities.	Volunteers must be patient and have previous experience working with young children and have knowledge of materials geared towards young school age children. Volunteers working with children are submitted to a criminal history and background check by the City of Corvallis.
C.A.R.E. Kit Drivers	Youth Services	Volunteers deliver and return materials to home childcare providers in Benton County. Inventory bags and materials, replace lost and damaged items and communicate needs to Youth Services Staff.	Volunteers must be personable, have reliable transportation, proof of insurance, current and valid Oregon driver's license, and be able to make regular site visits. Volunteers working with children are submitted to a criminal history and background check by the City of Corvallis.
Check –In Specialist	Access Services	Volunteers check in returned materials, examine to see if they are damaged or missing components, place hold materials in appropriate location, empty book drops and assist with shelving new books.	Volunteers must have great attention to detail, ability to work independently and accurately with numbers and the alphabet. Basic computer skills may be helpful.
Collection Development Assistant	Adult Services	Volunteers search Library's computer system for copies of damaged materials and certain titles, organize new orders by format and title and check shelves for low use or missing items.	Volunteers must have great attention to detail, good organizational skills and ability to work independently. Basic computer, clerical, filing and typing skills may be helpful. This position requires some lifting and bending.
Dial-A-Book in Corvallis	Extension Services	Volunteers deliver and return Library materials to and from homebound patrons, and communicate their information needs to Extension Services staff.	Volunteers must have reliable transportation, proof of automobile insurance, current and valid Oregon drivers' license, be available for consistent and regular visits every other week (preferably Thursdays), desire to work with senior patrons and be personable. This position requires some lifting and bending. Volunteers working with seniors are submitted to a criminal history and background check by the City of Corvallis.
Electric Kid Room Assistant	Youth Services	Volunteers assist staff with providing children with educational and recreational computer use. Duties will include assisting children with signing up for computer games, reserving and logging into the Internet and answering questions they may have on computer programs.	Volunteers must be patient and have excellent customer service skills, be able to communicate effectively with children, provide simple directions and have knowledge of PCs and Internet browsers. Volunteers working with children are submitted to a criminal history and background check by the City of Corvallis.

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Extension Services Office Assistant	Extension Services	Volunteers help process materials for rotation to the Alsea, Monroe and Philomath Branches, the Bookmobile and senior facilities. Duties include assigning and rotating materials on rotation grid, data entry, applying and removing stickers and checking materials in and out.	Volunteers must have great attention to detail, organizational skills, basic clerical skills, be comfortable with computer data entry and be able to work independently. This position requires the ability to lift and bend.
Holds Search Assistant	Access Services	Volunteers search shelves for specific materials requested by patrons and/or other libraries and determine to which agency the book on hold should be transported.	Volunteers must be able to work quietly and independently, be accurate with numbers and alphabet, be well organized and have great attention to detail.
Indexer/Data Entry	Adult Services	Volunteers help to develop library indexes based on items such as newspapers, local documents and library specific resources. Utilizes a computer and original resources.	Volunteers with experience, interest in genealogy and basic computer skills is preferred. Tasks require basic controlled vocabulary indexing skills, and/or data entry. Must have great attention to detail.
Indoor Plant Care Specialist	Administration	Volunteers keep plants in the public area of Library looking good. Duties include watering, trimming, fertilizing and repotting plant as needed.	Volunteers must be able to work quietly, independently and have experience in caring for indoor plants. This position requires the ability to lift pots and watering canisters.
Interlibrary Loan Packaging Aide	Access Services	Volunteers unwrap materials arriving from other libraries to fill interlibrary loan requests and repackage materials being sent back to their owning libraries.	Volunteers must be able to work independently, have good manual dexterity and the ability to properly gauge the size and shape of packaging containers.
Language Assistant	All Departments	Volunteers assist Library staff with programs and preparation and distribution of materials. Volunteers answer questions and translate when necessary.	Volunteers must have excellent customer service and communication skills, be able to understand, communicate and translate efficiently. Please indicate on your application which language you speak (besides English).
Lobby Ambassador	Adult Services	Volunteers greet patrons with a smile as they enter the Library and are available to answer questions and introduce them to our new self-pickup of holds and express check machines. Volunteers provide additional assistance where needed.	Volunteers must be personable and have excellent customer service and communication skills. Knowledge of the Library's collection and services would be helpful.
Mending Specialist	Access Services	Volunteers assist with repairing mylar jackets, replacing broken cases, repackaging audiovisual materials, repairing torn pages, buffing CDs and DVDs, creating duplicate barcodes for damaged ones and repairing loose spines on books.	Volunteers must have great attention to detail and have manual dexterity. Special training by staff is provided for those who have interest in mending books.

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New Book/Holds Shelving Aide	Access Services	Volunteers assist with shelving new books and arrived holds.	Volunteers must be able to work accurately with numbers and the alphabet and have great attention to detail. This position requires stooping, bending and reaching overhead.
Obituary Searcher	Adult Services	Volunteers locate and photocopy obituaries from newspapers and microfilm to send to out of town genealogists by using indexes to verify date of death, location with date and source for cited information.	Volunteers must have great attention to detail and the ability to navigate, read and use microfilm reader printer.
Paper Supply Aide	Adult Services	Volunteer brings boxes of copier and printer paper to the second floor supply room. Fills printers and photocopiers.	Volunteers must be able to lift a heavy box of paper on to a cart and deliver to the Second floor. Must be flexible, able to stoop and reach to fill equipment.
Public Computer Care Specialist	Access Services	Volunteers clean and wipe down public computer screens and keyboards.	Volunteers must be able to work quietly and independently.
Processing Specialist	Access Services	Volunteers apply bar codes, stamp Library materials, perforate first three pages of books for identification and theft, apply spine labels, unwrap CDs and DVDs, repackage audiovisual materials and prepare materials for removal from the Library collection.	Volunteers must have great attention to detail, manual dexterity, ability to work independently and be willing to accept coaching courteously.
Recycling Assistant	Administration	Volunteers empty recycled and commingled materials from the Library into appropriate recycling containers.	Volunteers must be able to work efficiently and have knowledge of recyclable materials, be able to come in on a weekday once a week and work independently.
Teen Events Aide	Youth Services & Extensions	Volunteers assist with teen programming and events.	Volunteers must be able to work with teenagers 12-18, be able to work late hours (11 PM maximum) and have reliable transportation to and from events in Philomath or Corvallis and be dependable. Prior event experience may be helpful. Volunteers working with children are submitted to a criminal history and background check by the City of Corvallis.
Volunteer Office Assistant	Volunteer Coordinator	Volunteers assist with computer database entries, filing, volunteer mailings and follow up phone calls.	Volunteers must be personable, able to communicate efficiently, have clerical skills, and be able to speak to volunteers on the phone. Computer knowledge and the ability to work under deadlines is required.
Volunteer Special Project Assistant	Volunteer Coordinator	Volunteers assist with special projects, events and volunteer trainings.	Volunteers must be highly organized, be able to work under tight deadlines, be personable and communicate effectively with volunteers and patrons. Requires knowledge of Microsoft Office and be able to navigate on the Internet. Prior event experience may be helpful.

More volunteer opportunities on the backside

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Youth Mentor	Youth Services	Volunteers mentor children 9 – 12 and teens 12-18 individually or in groups. Help teens improve their self esteem developing computer and other specialized skills.	Volunteers must be able to meet on a regular basis, have excellent customer service skills and enjoy working with teens and/or children. Advanced or specialized computer skills highly desirable.
Youth Play Area Assistant	Youth Services	Volunteers sanitize tables, mats, toys and other items in preschool play area. Identify toys, etc. that may be damaged or broken.	Volunteers must be reliable, have excellent customer service skills, recognize the importance of play in the development of young children, and recognize the safety imperative of keeping a public play area clean and safe.
Youth Program & Events Assistant	Youth Services	Volunteers assist staff in providing children with educational, recreational and cultural programs. Monitor program activities, answer questions from children and parents, assist in preparation and distribution of program materials and help where needed during programs and events.	Volunteers must have excellent customer service and communication skills and experience working with children. Volunteers 15 and older are encouraged to apply for this position.

6/9/08