



Volunteer Position Description

Library Materials Organizer

Assists library by keeping shelves in good order, making it easier for staff and patrons to find and use materials.

Duties: Attend a 2 - 4 hour orientation to the Library and job-specific training. Return books or other materials to appropriate locations on shelves. Refer patron requests or questions to appropriate library staff person. Give supervisor sufficient notice if unable to keep shift assignment. Distribute books for Woodburn Reads!

Qualifications: All volunteers must complete a City of Woodburn Volunteer Application, background check (18yrs+), and orientation. Ability to arrange items in numerical and alphabetical order. Physical ability to push, bend, stretch, reach, lift and read book spines. Aptitude for detail and neatness. Willingness to become familiar with the Dewey Decimal System. Willingness and ability to work independently.

Time Commitment: Minimum of 2 hour shift per week with a seasonal commitment.

Compensation:

Students will gain valuable real life experience working for a government organization that they will be able to use on college and job applications. Hours spent at working for the City of Woodburn may also be used for Senior Projects and/or volunteer hours. Students who perform well may obtain a letter of recommendation or a reference from City staff.