



Library Materials Organizer

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

Responsibilities:

- 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.

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:

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