POSITION TITLE: Workroom Volunteer

DEPARTMENT: Adult Services

SUPERVISOR: Technical Services Coordinator

LENGTH OF COMMITMENT: three to six months

TIME INVOLVEMENT: 2 hours/twice a month

MAJOR RESPONSIBILITIES:

• Assist with determination of damage to media materials including: CDs, videos, DVDs and audio books
• CD & DVD maintenance (training is provided)
• Assist with withdrawn library materials and record keeping for withdrawn materials
• Other tasks as determined

QUALIFICATIONS:

• 14 years of age and older
• Reliable, flexible and independent worker
• Availability during library hours