

# Chelsea District Library Workroom Volunteer Position Description

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- Assist with withdrawn library materials and record keeping for withdrawn materials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