



**Job Title:** Library Volunteer  
**Reports to:** Violet Kennedy  
**Status:** Volunteer, Part-Time

### **POSITION SUMMARY**

If you love talking to people and helping them find books this is the volunteer position for you! In this position you will help students, volunteers, and staff to utilize the physical resources at the Literacy Connects office (free book area, library, etc.).

### **ESSENTIAL FUNCTIONS**

- Ensure that people feel welcomed into the Literacy Connects library area
- Match Literacy Connects program volunteers to LC library and free book area resources
- Reshelf books and in both the LC library and free book area
- Assist Literacy Connects library patrons in checking out materials an online database
- Restock library materials as needed

### **QUALIFICATIONS**

- Prior attendance at a Literacy Connects Info Session
- Able to lift 25 lbs
- Comfortable with computers and Office Suite
- Able to stand for up to for 4-8 hours
- Possess good verbal and written skill
- Friendly and outgoing
- Ability to multi-task
- Be at least 18 years old

**Hours:** Literacy Connects is open 9 am to 5 pm, Monday to Friday

**Interested? Attend a Literacy Connects Info Session:** <http://literacyconnects.org/volunteering/> and contact Violet Kennedy at [library@literacyconnects.org](mailto:library@literacyconnects.org)

**Website:** [www.literacyconnects.org](http://www.literacyconnects.org)