

VOLUNTEER JOBS AT THE CORVALLIS-BENTON COUNTY PUBLIC LIBRARY (page1)

Circulation Jobs

Job Title	Duties	Requirements
Adopt-A-Shelf Assistant	Volunteers help clean book jackets, keep shelves dust-free and assist in keeping our Library materials in order so that our patrons can find materials easily.	Volunteers must be able to work accurately with numbers and the alphabet, and work quietly and independently with great attention to detail. This position requires some bending, reaching overhead, and/or standing on a step-stool.
Check –In Specialist	Volunteers check in returned materials, examine them to see if they are damaged or components are missing, place “holds” in appropriate location, and prepare books for reshelving.	Volunteers must be able to work accurately with numbers and the alphabet, and work quietly and independently with great attention to detail. Basic computer skills are helpful.
Holds Search Assistant	Volunteers search shelves for specific materials requested by patrons.	Volunteers must be able to work quietly and independently, be accurate with numbers and alphabet, be well organized and have great attention to detail.
New Book/ Holds Shelving Aide	Volunteers assist with shelving new books and materials on hold.	Volunteers must be able to work accurately with numbers and the alphabet and have great attention to detail. This position requires some stooping, bending and reaching overhead.
Public Computer Care Specialist	Volunteers clean and wipe down public computer screens, keyboards, and self-check-out machines.	Volunteers must be able to work quietly and independently. Must be able to volunteer before the library opens at 10 am.
Pick Ups	Volunteers roam the library looking for unshelved books and materials, collect them on a cart, and bring them to the Circulation Workroom for sorting. Volunteers tidy up public areas and straighten shelves, and report any serious problems they see to staff.	Volunteers must be able to work quietly and independently, be accurate with numbers and alphabet, be well organized and have great attention to detail. This position requires some stooping, bending and reaching overhead.

VOLUNTEER JOBS AT THE CORVALLIS-BENTON COUNTY PUBLIC LIBRARY (page2)

Youth Services Jobs

Job Title	Duties	Requirements
Collection Care Assistant	Volunteers work with Youth Services staff to keep books, audiobooks, games, shelves, toys and furniture clean, attractive, and inviting for patrons. As needed, volunteers help arrange shelf displays.	Must be reliable, consistent, and detail-oriented. Must be able to bend and stoop. Must be able to volunteer before 10 am. All adult volunteers working for the library's Youth Services division must pass a criminal background check.
Children's Program & Events Assistant	Volunteers assist staff in providing educational, recreational, and cultural programs. They help prepare for the event, monitor program activities, answer questions from children and parents, assist in preparation and distribution of program materials, help wherever they are needed during the event, and help clean up afterwards.	Volunteers must have excellent customer service and communication skills and experience working with children. All adult volunteers working for the library's Youth Services division must pass a criminal background check.
Children's Program & Events: READ Dog Program	Similar to the duties described under "Children's Program & Events Assistant" above, but assisting with a special reading program for younger school-age children.	Volunteers must enjoy working with animals, be dependable, and enjoy talking to people of all ages. Must be detail-oriented and be able to multi-task. All adult volunteers working for the library's Youth Services division must pass a criminal background check.
Teen Program & Events Aide	Similar to the duties described under "Children's Program & Events Assistant" above, but for teen programs and events.	Must enjoy working with teens. For some programs, volunteers must be at least 21 years old and willing to work late into the evening. All adult volunteers working for the library's Youth Services division must pass a criminal background check.
Adopt-A-Shelf Assistant	Volunteers help clean book jackets, keep shelves dust-free and assist in keeping our Library materials in order so that our patrons can find materials easily.	Volunteers must be able to work accurately with numbers and the alphabet, and work quietly and independently with great attention to detail. This position requires some bending and stooping.