

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.

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Youth Services Jobs

Job Title	Duties	Requirements
Collection Care /Book Display Assistant	Volunteers help locate particular groups of books and arrange shelf displays. As needed, work with Youth Services staff to keep books, audiobooks, games, shelves, toys and furniture clean, attractive, and inviting for patrons.	Must be reliable, consistent, and detail-oriented. Must be able to bend and stoop. Preferably be able to volunteer before 10 am.
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.
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.
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.

VOLUNTEER JOBS AT THE CORVALLIS-BENTON COUNTY PUBLIC LIBRARY (PAGE 3)

Adult Services Jobs

Job Title	Duties	Requirements
Collection Development Volunteer	Help the 2nd floor librarians manage the library's collections and 2nd floor displays! Duties include obtaining information about individual items in the collection, using the library's catalog to build lists, pulling items from shelves, helping create and put up displays, and moving items that fit specific criteria to branch locations. Volunteer may also help with website updating and creating flyers and brochures. Duties change weekly.	Volunteer must have computer experience; have experience searching the internet and the library's catalog, and feel comfortable learning library software. Experience with Microsoft Word, Publisher, Excel, and/or HTML is desired.
Flyer Posting Volunteer Job Description	Help spread the word about fantastic Adult Services events by posting event flyers around town. This volunteer picks up event flyers from the Library the 20 th -23 rd of each month, follows posting guidelines, and distributes the fliers to a list of locations throughout the Corvallis area within a week of picking up the flyers.	The volunteer should have reliable transportation and the ability to travel widely throughout the City. The volunteer should be comfortable communicating with a variety of people to inquire about business' flyer posting guidelines. Only 2 hours, once per month.
Computer Care Volunteer Job Description	Help the library maintain clean and attractive computers for the public to use. Volunteer dusts and sanitizes all public computers and computer equipment, once a week for approximately 1.5-2 hours before library open hours. Library patrons really appreciate the work our Computer Care Volunteers do as they help us have sanitary, attractive machines for everyone to use.	Volunteers must be detail-oriented, dependable able to work independently with great attention to detail.
Adult Services Events Volunteer Job Description	Help Adult Services librarians host fun and intellectual events for adults and families. Adult Services Events Volunteers receive periodic emails about upcoming events. If volunteers are available and interested in providing support, they respond to the emails. Duties include helping set up for programs, greeting program attendees, putting out refreshments, cleaning up after programs, and other miscellaneous duties as needed.	Must enjoy interacting with people of all ages. For some programs, volunteers must be at least 21 years old and willing to work weekends and at times late into the evening.
Printer & Copier Paper Restocking Volunteer Job Description	Help the librarians save time by restocking the paper in the many public and staff printers and copiers in our building.	This volunteer is needed once per week before library's open hours (before 10am, or before 1pm on Sundays) for approximately 1-1.5 hours.