

Volunteer Job Description

Library Assistant

**Position Overview & Impact:** Shelves library materials according to alphabetical order or Dewey Decimal number. Shelf reads or organizes library materials on the shelf. Dusts & shifts shelving units as needed.

**Key responsibilities:**

1. Shelve library materials in all/various sections

2. Shelf reading of library shelves in all/various sections

3. Dusting of shelves while shelving or shelf reading

4. Organizing or shifting of library shelving

**Qualifications:** Knowledge of the alphabet. Push or pull 10+ lbs. Ability to sit, stand, bend down, or reach. Ability to work with cleaning supplies.

**Training & Support Provided:** Library volunteer orientation

**Time Commitment:** Flexible schedule

**Length of Commitment:** Minimum 6 months

**Benefits of Volunteering**: Interaction with the public, familiarity with the library collection, discover new things.

**Contact Person:** Maizie McMillan 928-532-4075 [mmcmillan@showlowaz.gov](mailto:mmcmillan@showlowaz.gov)

\*\*\*All volunteers are required to complete fingerprinting, a background check, & a drug screening as per The City of Show Low\*\*\*