

DEKALB PUBLIC LIBRARY
ADULT SERVICES VOLUNTEER

HOURS: Up to 8 hours per week

DESCRIPTION:

The Adult Services Volunteer contributes to the effective operations of the library by assisting with a variety of tasks related to providing resources and programming to adults.

PRIMARY TASKS:

- Check to see that books on the shelves are in the right order (shelf-reading) and pushed forward to help maintain a clean and orderly appearance
- Check to see that DVDS, CDs, and other non-book resources are in the right order and neatly organized to help maintain a clean and orderly appearance, including the Library of Things
- Help shift books from one shelf to another so that the collection maintains a balanced distribution.
- Help staff prepare for and clean up after programs for adults
- Provide assistance at programs for adults
- Retrieve books for departmental displays
- Create and assemble components of take-and-make craft kits
- Organize craft materials
- Ensure that magazines are in chronological order

SKILLS AND QUALIFICATIONS:

- Have a professional attitude and commitment to cooperation and customer service
- Be able to communicate effectively and professionally with patrons, staff, and other volunteers
- Be reliable and responsible for keeping commitments to volunteer hours