



Volunteer Processing Clerk Job Description

Importance of Position: To assist processing clerk in preparing materials for circulation

Qualifications: Like to work with your hands. Demonstrate excellent attention to detail. Ability to type (computer skills not necessary).

Responsible To: Immediate supervisor, as assigned.

Responsibilities: Put plastic jackets on books. Type labels and other small typing jobs. Process video and audio items.

Training provided: On the job by supervisor; orientation to the library; mandatory HIPAA training, and safety tour.

Benefits of Volunteering: Learn new skills in relation to library service, satisfaction in providing a much needed service for the library.

Time Commitment: 4 hours per week.

Length of Commitment: 6 months minimum.

The library places our volunteers and may discontinue their services at any time according to our needs.

Contact Person: Maggie Durgin
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