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
Phone: (209) 533-5507