

Library Volunteer Job Description

Importance of Position:

Assists Library by keeping shelves in good order, making it easier for students, teachers, and patrons of the library to find and use materials.

Qualifications:

- Must be able to arrange items in alphabetic or numeric order
- Physical ability to bend, reach, and stretch to organize books from left or right
- Aptitude for detail and neatness
- Willingness to become familiar with the Dewey Decimal System
- Willingness and ability to work independently

Things we need:

- Sorting and Shelving Books
- Shelf reading (making sure everything is in alphabetical or numeric order)
- Help with Reading Programs:
 - Accelerated Reader (AR) – help students
 - Read for the Record – Reader
 - Read Across America – Readers
- Scholastic Book Fair

Benefits of Volunteering:

- Satisfaction of providing a much-needed service and
- Community involvement
- Learn new skills
- Opportunity to become familiar with the library collection
- Spend your time being productive

Contact Information: Clerisa Smith, Library Media Specialist clsmith3@memphis.edu or 901-678-5451



Please visit <https://goo.gl/rp2S9J> or scan the QR code to sign up to be a library volunteer!