

CHESTERFIELD TOWNSHIP LIBRARY GENERAL VOLUNTEER

QUALIFICATIONS AND SPECIAL SKILLS NEEDED:

Ability to:

Work with others as well as alone

Pay attention to detail

Accurately file

Bend to floor level or reach a height of 75 inches

Push movable carts loaded to a maximum of 250 lbs

Lift up to 40 lbs

Tolerate dust and mold

Communicate with employees and patrons of the library

POSSIBLE DUTIES AND RESPONSIBILITIES:

Prepare/assemble items for children's

Shift materials on shelves

Check shelves for materials

Organize newspapers and periodicals

Take items to the dumpster

Prepare/clean up areas for programs

Safely use copier/paper cutter

Sort donations

Straighten shelves

Label, clean, dust items

Shelf read

Special projects

I know that I may discontinue working as a volunteer at any time for any reason. I also understand that my services may be ended at any time for any reason.

I have read and understand the Qualifications and Special Skills and Possible Duties and Responsibilities related to the position of a Chesterfield Twp Library Volunteer.

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Signature

Date

