

The Garden City Library Needs your Help! Below are current volunteer positions that need to be filled. If interested please complete volunteer application attached and email to Vanessa Fisher @ vfisher@gardencitylibrary.org

1. Job Number: CircVMA or CircVMP

Job Title: Volunteer Circulation Volunteer

Schedule: Monday – Friday 10am-12pm or 2pm-4pm (individual shifts could be selected)

Department: Circulation

Skills required: Ability to read, write legibly, bend, kneel, reach, climb on and off the step stool, push book carts, and lift up to 35 pounds. Candidates should have an understanding of the Dewey Decimal System, be familiar with the layout of the library, and be organized and timely.

Duties: Locate and pull items for the hold shelves, remove expired items from the hold shelves, retrieve items from the outside book drops, shelve books, and “read” shelves. Other duties as assigned.

Duration of Job: Six months, may be extended/renewed as agreed upon by both parties.

2. Job Number: RefComp

Job Title: Volunteer Computer Lab Assistant

Schedule: Monday-Friday 3:30-5:30pm (individual shifts could be selected)

Department: Reference

Skills required: Ability to train novelists on how to use Microsoft Office products, Internet based email, and basic computer skills.

Duties: Assist the public in the computer lab and assist with computer lab upkeep.

3. Job Number: TechAid

Job Title: Volunteer Technical Services Assistant

Schedule: Two-Three hours once a week between the hours of 9-5.

Skills required:

Attention to detail, ability to work with scissors and tape, self motivated.

Duties: Getting new and donated items ready to circulate.

Duration of the job: three to six months, may be extended/renewed as agreed upon by both parties.

4. Job Number: RefPer

Job Title: Volunteer Periodicals Assistant

Schedule: 4 hours a month completed on a Thursday or Friday.

Skills required: Attention to detail, organizing (alphabetizing and enumeration).

Duties: Monthly shelf reading the periodical collection

Duration: Six months, may be extended/renewed as agreed upon by both parties.

5. Job Number: YouSum

Job Title: Summer Reading Volunteer (age 13+)

Schedule: June 1st – July 31st two hour shifts between the hours of 10am-4pm

Skills required: Great customer service, communication, and organization skills, basic familiarity with the library.

Duties: Maintain the Summer Reading Service Desk, answer questions and greet guests, work on prep-projects as assigned.

6. Job Number: YouAdm

Job Title: Volunteer Youth Service Assistant (ages 13+)

Schedule: June 1st – July 31st two-four hours weekly between the hours of 10am-4pm M-F

Skills required: Communication skills and organization skills, basic familiarity with the library, computer and keyboarding skills, familiarity with Microsoft Office programs, can use basic office equipment. Artistic abilities or interests. Can lift 25lbs and bend without restrictions.

Duties: Assist as needed in general office duties (typing, filing, copying, and creating documents). Assist with preparations for arts, crafts and programs in general. Maintain organizations in office and store room.

7. Job Number: YouAll

Job Title: Programming Assistant Volunteer

Schedule: Monday-Saturday between 10am-4pm in two hour shifts.

Department: Youth Services

Skills required: Great customer service skills, communication skills and organization skills, basic familiarity with the library, outgoing, good rapport with children and parents.

Duties: Assist as needed in the execution or preparation of children/teen programs

8. Job Number: BelVol

Job Title: Bells for Books Volunteer (ages 13+)

Schedule: *June 10th-Aug. 20th Tuesday Wednesday or Thursday, am or pm shifts available*

Skills required: Great customer service skills, communication, organizational skills and good rapport with children and parents.

Duties: *Will need parent's permission to volunteer on the moving bus.* Shelving, organizing, record keeping, and reading to children.