



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Huntington Children's Library VOLUNTEER JOB DESCRIPTION

Position Title: Volunteer Clerk

Purpose: To support the youth of our community and their families by helping to create an environment that encourages learning, socialization, and the arts.

Primary Job Duties

1. Discharging materials returned to the library
2. Shelving items that have been returned or used within the library
3. Pulling items from the collection that are on the holds list
4. Shelf-reading to ensure items are on the proper shelves and in proper order
5. Assist the Children's Coordinator with other aspects of the library as needed

Qualifications

1. The Volunteer must be comfortable working with children and young adults.
2. The Volunteer must be able to receive direction and work independently.
3. The Volunteer must have a working knowledge of alphabetization and the dewey decimal system.
4. The Volunteer will be working with other staff in the library and should be willing to take direction from the Volunteer Coordinator.

Responsible to: Donna Foote

Length of appointment:

Dress Code: casual dress suitable for a business environment

Volunteer Name (print) Volunteer Signature Date

HML Staff Name (print) HML Staff Signature Date