

The City of Neenah Position Description

Position Title:	Library Volunteer - Shelver	Department:	Circulation Services Library
Date:	November 2013	Reports To:	Volunteer Coordinator/ Circulation Services Manager

Purpose of Position

The purpose of this position is to shelve library materials. The work is performed under the supervision of the Volunteer Coordinator/Circulation Services Manager.

Duties and Responsibilities

The following duties are normal for this position. Other duties may be assigned.

- Shelve returned library materials utilizing several filing methods depending on the format of the item.
- Shelf read and correct mis-filed materials; minor shifting of materials on shelves to make room for additional items; search for missing library materials.

Additional Responsibilities

- Reports behavior in violation of library policies or the law.
- Refers customers with questions to the Adult or Youth Service Desks.

Training and Experience Needed to Perform Job Functions

Education and/or experience that provides knowledge, skills, and abilities to file library materials either alphabetically or by the Dewey Decimal system. Applicants must be at least 13 years of age.

Physical and Mental Abilities Needed to Perform Job Functions

Language Ability and Interpersonal Communication

- Ability to read the English language and distinguish between letters of the alphabet. Ability to learn and/or understand the Dewey Decimal system.
- Ability to communicate clearly with library personnel, other volunteers, and the general public.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as removing items from shelves, carrying, and shelving library materials at levels from the floor up to 90" high; getting down to and sitting on the floor; bending over and reaching for multiple tasks.
- Ability to exert moderate physical effort, which may involve sitting, standing, walking, lifting, carrying, bending, twisting, turning, pushing, pulling, reaching, climbing, balancing, kneeling, and crouching.
- Ability to lift 20 pounds; ability to push and pull objects weighing 300-400 pounds on wheels.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under conditions which require exposure to adverse environmental factors such as dust. This exposure may cause some discomfort.