

VOLUNTEER POSITION DESCRIPTION

Position Title	Circulation Shelf Reader
Purpose	To organize books and other library materials in order for easy location and use by library patrons.
Department	Circulation
Position Locations	Carlsbad City Library, 1775 Dove Lane, Carlsbad CA 92011 <i>or</i> Cole Library 1250 Carlsbad Village Drive, Carlsbad, CA 92008
Contact	Amy Bennett, Volunteer Coordinator, Carlsbad City Library 760-436-2877 abenn@ci.carlsbad.ca.us (Contact to apply for Library volunteer position)
Description of Duties	<ul style="list-style-type: none"> • Accurately read and identify improperly shelved books. • Accurately return them to correct location.
Qualifications Needed	<ul style="list-style-type: none"> • Attention to detail. • Good written and oral communication skills. • Ability to follow guidelines and directions independently. • Ability to stand for extended periods and lift 20 pounds. • Knowledge of or ability to learn Dewey Decimal System (<i>A Page test will be part of interview process.</i>) • Applicant must be 16 years of age.
Time Commitment	<p>Regular schedule of a 1-2 hour shift, once or twice per week.</p> <p>Overall commitment 6 months or 70 hours.</p> <p>Weekday shift between 9:00 am and 5:00 pm Mondays through Friday.</p> <p>Weekend shifts may be available at Dove.</p>

Training & Support

Volunteer Supervisor	Dove: Wilma Kuhn 760-602-2017 wkuhn@ci.carlsbad.ca.us Cole: Nancy Ludwig 760-434-2870 nludw@ci.carlsbad.ca.us (Once assigned, this is the contact person for training, supervision and scheduling.)
Training Provided	1-2 hours/as needed
Equipment	