



## **Dartmouth Learning Network Resource Library Volunteer Position Description**

**Purpose:** To support Dartmouth Learning Network Administrative Staff check resources in/out of the Lending Library

**Reports to:** Dartmouth Learning Network Administrative Assistant

**Length of Commitment:** Three to six months

### **Weekly Time Commitment:**

- Minimum three hours per week.
- Shifts are scheduled in advance.
- We can determine the day/time based on your availability/and openings at time of interview. Once we determine the day/time that you will volunteer each week, you can expect to volunteer every week on that day/time. Consistency is very important to the success of our programs, so we rely on volunteers who have a good attendance record and are reliable. Our programs run all year – but hours of operation change during the summer months. . You will be asked to get a Criminal Records Check before you can begin a volunteer position.
- Training provided: One-to-one informal training is provided with the Administrative Team and we host a quarterly formal orientation that volunteers must attend once.

**Location:** Dartmouth Learning Network

### **Qualifications:**

- Must be age 16 or older
- Basic computer skills and/or good handwriting helpful
- Flexible to changing situation
- Reliable, responsible
- Able to work independently as well as in a group environment
- Able to accept supervision
- Interest in History
- Ability to perform repetitive tasks and detail oriented
- Good organizational skills

### **Responsibilities:**

- Placing books and other materials on the shelves.
- Packing, unpacking and storing of materials and supplies.
- Reading of shelves to keep material in proper order.
- Dusting and cleaning of shelves, books and other materials
- Helping with displays.
- Preparing new books for shelves.
- Assists with inventory
- Develops and executes plan to increase use of Lending Library.