



VOLUNTEER OPPORTUNITY

Position Title: Volunteer Shelver

Branch: Cesar Chavez Central Library

Department: Storage Services

Supervisors: Volunteer Coordinator

Length of Commitment: At least a 3 month commitment preferred.

Time Involvement: 2-6 hours per week.

Age Requirement: Must be at least 14 years of age.

Qualifications:

- Ability to arrange items in numerical and alphabetical order.
- Physical ability to push, bend, stretch, reach, lift and read book spines.
- Aptitude for detail and neatness.
- Willingness to become familiar with the Dewey Decimal System.
- Willingness and ability to follow directions and work independently.

Responsibilities:

- Attend an orientation covering volunteer responsibilities and expectations.
- Shelf and straighten books or other materials.
- Give supervisor sufficient notice if unable to keep shift assignment or if coming in a few minutes late.
- Work on other tasks or special projects when assigned.

Requirements:

- Interest in libraries and books.
- Must fill out a Community Services Volunteer Application form (yellow form).
- Must pass a shelving exam administered by Volunteer Coordinator.
- Applicants 18 and over must be fingerprinted in accordance with City of Stockton requirements.

Dress code: Casual but appropriate office clothing, and comfortable shoes that protect your feet.

Contacts: Chavez Library Volunteer Coordinator-

-Nancy Snipes
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