



OREGON PUBLIC LIBRARY

Parts Inventory Volunteer Job Description

General Purpose

To provide support to library circulation.

Duties

Check and count pieces and parts of library Eureka kits and Carepacks when they are returned.

Working Conditions/Physical Demands of Position

1. An inside work environment
2. Sitting
3. Near vision: reading faded type, font size 12 or smaller on item labels.

Equipment Used

None

Time Required

Approximately one hour per week. Prefer a commitment of at least one day per week for 3 months.

Training Required

Initial volunteer orientation and training session of approximately 1 hour. Additional training as needed.

Special Qualifications

Able to understand the arrangement of library materials in alpha or numeric sequences; able to read labels, bend, reach, stretch, lift and carry baskets of books or push a cart loaded with books; attentive to detail; able to work independently after training.

Supervisor: Circulation Supervisor

Coordinator: Volunteer Coordinator