



## Long-term - Volunteer Job Description

Friends of the Library | Volunteer posting code 103

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**Title:** Volunteer

**Location:** Grand Rapids Public Library – Main Branch, 111 Library St NE, Grand Rapids, MI

**Wage Range:** Unpaid

**Hours:** 2 hours per week; various day, evening, and weekend hours available

**Supervisor:** Friends of the Library Board

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**Job Summary:** This work is of an entry-level nature requiring no previous training or special knowledge of library work other than that received on the job.

The tasks assigned typically involve handling donated materials and displaying them for sale on shelves in an efficient manner. Volunteers are expected to perform assigned tasks which are usually carried out under little supervision.

### Examples of work:

- Sort and shelve materials for sale accurately and efficiently
- Review shelved library materials to ensure accuracy of placement
- Maintain order and attractiveness of book sale areas through displaying, balancing, edging, and shifting materials
- Perform other tasks of a similar nature as assigned

### Knowledge, Skills, and Abilities:

- Ability to sort and file alphabetically and numerically
- Ability to learn the arrangement of library materials

**Working Conditions:** The volunteer must be able to sit or stand for extended periods of time in the performance of the duties associated with this position.

This is not intended to be a contract or an all inclusive list of duties. Volunteers may be asked to perform other duties necessary to meet the ongoing needs of the Grand Rapids Public Library.

**Apply here:** [https://grpl.formstack.com/forms/volunteer\\_application](https://grpl.formstack.com/forms/volunteer_application)