



## VOLUNTEER OPPORTUNITY

**Position Title:** Volunteer Shelver

**Branch:** Cesar Chavez Central Library

**Supervisors:** Volunteer Coordinator

**Length of Commitment:** At least 3 months (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.
- Shelve and straighten books or other materials.
- Give supervisor sufficient notice if unable to keep shift assignment or arriving 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.
- *All* applicants 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:** Kendra Johnson -Volunteer Coordinator

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