

ST. JOSEPH COUNTY PUBLIC LIBRARY

General Clerical Volunteer Opportunities

Hours:

Varies, usually 2-4 hours once or twice per week

Requirements:

**Ability to follow verbal and written instructions
Ability to stand, bend, stoop or to sit for extended periods
Ability to read regular size print and have manual dexterity
Ability to use the following office equipment: photocopier, stapler,
scissors, etc
Ability to be accurate and detail oriented**

May include some or all of the following tasks or other similar tasks as assigned:

**Shelf read
Photocopy, collate and staple documents
Assist with withdrawing or deleting of books and AV materials
Assist with routine mending of books and AV materials
Assist with program preparation: preparing craft/storytime setups
and takedowns and pulling books for displays/crafts**

**Complete an application on the third floor of the Main Library, Reception Area,
Between 9 and 4. Two references are needed.**

June, 2007