



31 Mount St. Mary's Way
Hooksett, NH 03106
www.hooksetlibrary.org

Volunteer Position Description

Position Title:	Town of Hooksett Publicity Archive Volunteer
Purpose:	Assist Technical Services Department Hooksett publicity archives.
Responsibilities:	Clips and adheres articles pertaining to the town of Hooksett from local newspapers in library scrapbooks.
Reports to:	Information & Technical Services Specialist
Length of Appointment:	This volunteer position is ongoing. Agreement shall be reviewed and signed annually in May of each year.
Time Commitment:	The Town of Hooksett Publicity Archive Volunteer position requires 1 - 3 hours per week.
Qualifications:	Eligible candidates include adults over the age of 18 who meet the organization's minimum criteria for a criminal background check.
Training Provided:	Orientation session for library.