



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

Youth Volunteer Position Description

- Position Title:** Youth Materials Collection Shelf Maintenance Volunteer
- Purpose:** To maintain orderly appearance of shelves and correct order of library materials on shelves.
- Responsibilities:** Shifting and straightening materials on library shelves. Reviewing order of materials on shelves by material type, collection, alphabetical order and/or Dewey Decimal order.
- Dusting and/or cleaning of the shelves.
- Retrieval of materials either damaged or significantly out of order, to be given to the Youth Services Librarian or Children's Assistant.
- Reports to:** Youth Services Librarian
- Length of Appointment:** This volunteer position is ongoing or for a period of time depending on the individual.
- Time Commitment:** The Youth Materials Collection Shelf Maintenance Volunteer position requires 1 - 3 hours per week.
- Qualifications:** Completed Youth Employment Certificate as required by the NH Department of Labor.
- Ability to sort materials alphabetically and/or numerically by Dewey Decimal System.
- Training Provided:** Orientation session for library.
- Overview of Dewey Decimal order
- Review of youth library collections.



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