



Position Description For
Library Summer Shelving Volunteer
“Setting the Standard for Excellence in Public Service”

JOB SUMMARY:

The Library Summer Shelving Volunteer will assist in shelving, organizing, straightening, and maintaining neat and orderly library shelves. Their role is essential for keeping the library collection organized and accessible. This position offers an excellent opportunity to contribute to the community while gaining valuable experience in a library setting.

Competency	Proficiency Level
Thoroughness	1
Teamwork	1
Results Orientation	1
Planning and Organization	1

KEY RESPONSIBILITIES:

1. **Shelving:** Properly shelve returned library materials according to the Dewey Decimal system and other organizational systems used by the library.
2. **Organizing:** Ensure that books, periodicals, DVDs, and other materials are arranged in their desired locations.
3. **Straightening and Shifting:** Regularly tidy and straighten shelves to maintain a neat and orderly appearance throughout the library.
4. **Shelf Reading:** Routinely check each shelf to make sure books are in the right order and easy to find. Fix any books that are in the wrong place, removed damaged ones, and tidy up the shelves.
5. **Greet and Direct Library Customers:** Greet customers courteously, give basic assistance in finding materials or navigating the library layout, and guide customers to staff for further assistance.
6. **Special Projects:** Participate in special projects as needed, such as collection reorganization or locating materials on hold lists.

QUALIFICATIONS:

- Attention to detail and ability to organize material systematically.
- Reliability and punctuality in fulfilling volunteer commitments.
- Strong communication skills and willingness to assist library customers courteously.
- Ability to work independently and collaboratively as part of a team.
- Physical ability to lift and carry up to 40 pounds, pushing and maneuvering book carts filled with library materials, walking, standing, reaching high and low shelves, and other limited physical activities.



Human Resources Department
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Olathe, KS 66061
913-971-8749

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TIME COMMITMENT:

Volunteers are asked to commit to a minimum of one weekly shift of two to three hours during the summer semester.

BENEFITS:

- Gain hands-on experience in a library environment.
- Contribute to the community by supporting access to library resources.
- Develop organizational and communication skills.
- Opportunity to meet like-minded individuals who share a passion for literacy and learning.

How to apply: If you are interested in becoming a Library Summer Shelving Volunteer, please fill out online application form (link to Volgistics application).

SUPERVISED BY: Customer Services Supervisor and Materials Handling Specialists

SUPERVISES: None