Title: Book Nook Volunteer

Supervisor: Senior Librarian, or designated staff.

Job Description: Book Nook Volunteers can have one of two job descriptions, Sales or Inventory:

Sales shall provide services as required in a retail store, including but not limited to:

- Greeting customers.
- Assisting with selections.
- Using the cash register to complete sales.
- Opening and closing the day’s financial records.
- Maintaining the inventory inside the book nook.

Inventory shall provide services to maintain the inventory of the store, including but not limited to:

- Receiving books and other items from donors.
- Recording, sorting, and evaluating such items.
- Preparing items for sale or other disposition.
- Placing inventory in store for sale.

Time Commitment: Sales: A minimum 4-hour shift on a regular (weekly or biweekly) schedule, for 6 months; Inventory: At least 2 hours per week for 6 months.

Qualifications: The qualities of the desired volunteer include:

- Interest in books and customer service.
- Comfort with simple retail transactions.
- Ability to handle and account for cash and sales records.
- Ability to sort and restock inventory.
- Willingness to commit to scheduled hours.
Rancho Mirage Public Library
Volunteer Job Description

Title: Book/Recordings Mender

Supervisor: Library Clerk II

Job Description: Book Menders assist library staff by maintaining and improving the physical condition of books and audio-visual items so they may continue to circulate. Services may be for mending books and/or audio-visual materials.

Repairing and improving books, including:
- Mending loose pages, tears, and broken spines.
- Removing and replacing labels.
- Replacing or cleaning book jackets.
- Cleaning work area and putting supplies away.

Repairing and improving audio-visual materials, including:
- Inspecting and listening to books on CD and musical recordings.
- Reporting unusable CDs and DVDs to supervisor.
- Cleaning work area and putting supplies away.

Time Commitment: Two to three hours per week for six months.

Qualifications: The qualities desired of the volunteer include:
- Meticulous attention to detail.
- Ability to work independently.
- This is a time-consuming task, requiring patience and fine motor skills.
Title: Book Processor
Supervisor: Cataloging Staff
Job Description: A Book Processor performs a variety of tasks associated with preparing newly acquired. After gaining some experience with book processing, this service advances to audio-visual materials processing.

Some of the processing tasks include:
- Adding bar codes, property labels, genre labels and other library identifications to books and audio-visual materials.
- Applying property and date stamps to books.
- Removing plastic wrapping from A/V materials.
- Putting plastic book covers on books.
- Inserting theft detection devices in books and A/V items.
- Affixing “pockets” in books for accompanying materials.
- Re-package A/V materials in appropriate containers.
- Cleaning work area and putting supplies away.

Time Commitment: A minimum of two to three hours per week for six months.
Qualifications: The qualities desired of the volunteer include:
- Good attention to detail.
- Ability to work independently.
- Good fine motor skills and eyesight.
- Ability to follow instructions.

Training Time: A minimum of two hours of training at the onset; additional training as required.
Rancho Mirage Public Library
Volunteer Job Description

Title: Computer/eBook/Internet Tutor

Supervisor: Senior Librarian, or designated Librarian

Job Description: Computer/eBook/Internet tutors assist the library staff by providing one-on-one tutoring to patrons interested in learning how to use Computers, eBooks, and/or the Internet. Tutoring sessions are booked in advance through the reference desk, based upon a set schedule established for each individual tutor.

Time Commitment: A minimum of two hours per week for six months.

Qualifications: The desired qualifications of the volunteer include:
- Interest in people and Computers, eBooks, or the Internet.
- Familiarity with e-mail and setting up e-mail and/or accounts.
- Familiarity with downloading and setting up apps on smart devices, if applicable.
- General understanding of personal computer use (e.g. Windows/MS Office/Chrome, etc.) and/or smart devices (e.g. iPhone, iPad, Kindle, Nook, Android, etc.)
- Ability to exercise patience with students who are completely unfamiliar with computers, eBooks, and/or the Internet.

Training Time: One hour.

Evaluation: Continuing review.

Date Revised: June 1, 2017
Title: Shelving Aide
Supervisor: Library Clerk II

Job Description: Shelving Aides assist the Library staff to maintain the collection so that materials are returned to the shelves in a timely and efficient manner.

The responsibilities and tasks for this service include:
- Straightening and organizing shelves.
- Shelving books or other materials in selected areas.
- Assisting library staff in shifting materials, if needed.

Time Commitment: 2 hours per week and a minimum commitment of six months.

Qualifications: The qualities desired of the volunteer include:
- Ability to arrange items in numerical and alphabetical order.
- Ability to learn to shelve materials using the Dewey Decimal System of classification.
- Physical ability to push book trucks, lift books, reach top shelves using a step stool, bend to file books on bottom shelves and read spine labels.
- Ability to work independently.

Training Time: Two hours of training time may be required.

Evaluation: Continuing review.

Revised: June 1, 2017
Rancho Mirage Public Library  
Volunteer Job Description

Job Title: Special Events/Program Aide  
Supervisor: Program planner (e.g. Library Director, Librarian)  
Job Description: This description covers a wide variety of jobs. It may include short term assignments such as assisting with a library event or designing and implementing a book display. It may also be a long-term assignment, for such as facilitating a library book discussion group.

Time Commitment: Assisting with a library program may require 10 to 50 hours of time over a period of 6 months; facilitating one of the library’s book discussion groups requires a commitment of two hours per month for a year.

Qualifications: Varies widely depending on the specific job, but may include:  
- Interest in the library and its public services.  
- Ability to work with a group of people and individually.  
- Creative ability for displays.

Training Time: Varies per the work done.

Evaluation: Continuing review.

Date Revised: June 1, 2017

Rancho Mirage Public Library  
Volunteer Job Description

Job Title: Observatory Docent  
Supervisor: Astronomer  
Job Description: Docents participate in a wide range of activities for the visiting public such as leading tours, ushering for both day and night programming, and representing the Observatory at external community events.
Time Commitment: A minimum of 4 – 6 hours per month.

Qualifications: The qualities of the desired docent include:
- Interest in astronomy (need not be an expert)
- Willingness to learn and ensure safe operation of facility
- Ability to communicate clearly and courteously with visitors
- Ability to ensure safety of equipment
- Comfort with simple facility maintenance
- Ability to commit to scheduled hours

Training Time: Will include several shadowing tours, studying of observatory systems and specific astronomical objects.

Evaluation: Continuing review

Date Revised: June 22, 2019