

Rancho Mirage Public Library

Volunteer Job Descriptions

Title:	Book Nook Volunteer
Supervisor:	Senior Librarian, or designated staff.
Job Description:	<p>Book Nook Volunteers can have one of two job descriptions, Sales or Inventory:</p> <p>Sales shall provide services as required in a retail store, including but not limited to:</p> <ul style="list-style-type: none">• 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. <p>Inventory shall provide services to maintain the inventory of the store, including but not limited to:</p> <ul style="list-style-type: none">• 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:	<p>The qualities of the desired volunteer include:</p> <ul style="list-style-type: none">• 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.

Training Time: Sales: Four hours, plus continuing in store training. Inventory: One hour, plus continuing training.

Evaluation: Continuing Review

Date Revised: June 1, 2017

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.

Training Time: A minimum of three hours.

Evaluation: Continuing review.

Date revised: June 1, 2017

Rancho Mirage Public Library Volunteer Job Description

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.

Evaluation: Book and library materials processing is under continuing review.

Date Revised: June 1, 2017

**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.
- Knowledge of and experience in using Computers eBooks, and 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

**Rancho Mirage Public Library
Volunteer Job Description**

Title:	Shelving Aide
Supervisor:	Library Clerk II
Job Description:	<p>Shelving Aides assist the Library staff to maintain the collection so that materials are returned to the shelves in a timely and efficient manner.</p> <p>The responsibilities and tasks for this service include:</p> <ul style="list-style-type: none">• 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:	<p>The qualities desired of the volunteer include:</p> <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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