

FORSYTH COUNTY PUBLIC LIBRARY VOLUNTEER POSTING

Position Title:	Shelving Volunteer
Location:	Openings at 3 Branches: Cumming, Sharon Forks, and Hampton Park
Department:	Public Services
Length of Commitment:	At least 3 months
Hours Involved:	Between 6–12 hours per week Varied schedules (M-F, Sat, Sun)
Position Overview:	Shelves library materials in proper order.
Major Tasks:	Sorts and organizes library materials on book carts. Places items on shelves in proper order (Dewey Decimal and alphabetical). Reads spine labels in assigned shelving areas to ensure accurate placement of materials. Shifts sections of books as needed. Straightens shelves, displays, magazines, and newspapers. Empties book drops. Performs light cleaning tasks (e.g., dusts shelves & tables, cleans public computers & keyboards, clears items left on public tables). Assists in setting up meeting room for use. May perform light clerical tasks.
Qualifications:	High School diploma/GED or current enrollment in High School. Must be at least age 16. Knowledge of the alphabet & numerical order (particularly decimal ordering). Ability to sort and accurately place items in alphabetical or numerical order. Ability to follow verbal & written instructions, work independently, demonstrate attention to detail, and perform work in an accurate, timely manner.
Physical Demands:	Requires prolonged periods of standing, and frequent periods of stooping, bending, reaching, walking, and pushing fully-loaded book carts & bins. Requires a high degree of manual dexterity and repetitive hand movement. Work involves frequent lifting & carrying of light objects (e.g., individual or multiple books), occasional lifting of heavy items (tubs or boxes of library materials), and occasional use of pushing & pulling motions to move chairs, tables, or meeting room wall partitions. Must be able to independently lift or move a tub/container of library materials (which may weigh up to 40 pounds).

To Apply:

1. Review the **Volunteer Posting** (above) which describes the hours, tasks, qualifications, & physical demands. Also review the **Frequently Asked Questions** and **Volunteer Handbook** located at the library's website (www.forsythpl.org/aboutFCPL/volunteer.aspx).
2. Submit a **Volunteer Application** (available at Library website or any branch) no later than August 20, 2010. Applications are only accepted while position is posted. Mail completed application to **HR/Volunteers – #V-4, Forsyth County Public Library, 585 Dahlonega Road, Cumming, GA 30040** (or fax to 770-781-8089).

Refer to the **FCPL Volunteer Handbook** (located at Library website) for details about the Volunteer Program. Questions can be directed to the Library's Human Resources Office at hrvolunteers@forsythpl.org.

All volunteer assignments are contingent upon successfully passing the appropriate background checks.