



VOLUNTEER POSITION

Adopt-a-Shelf

Job description:

- Maintain order and neatness in a specific portion of the library collection
- We try to match a volunteer to an area of interest to them, such as music or gardening.
- Size of collection area assigned will depend on the amount of time you plan to volunteer.
- Assignments may be suitable for some families to share.

Qualifications:

- Accuracy in alphabetizing and maintaining Dewey number order
- Ability to follow directions
- Ability to bend and stretch to reach all library shelves
- Ability to lift library materials above shoulder height
- Must be able to work independently

Training:

Library orientation is required for all volunteers, with specific job training at the branch where you are assigned.

Time Commitment:

Flexible hours. We ask for a minimum of 1 hour per week, with a commitment to continue for at least three months.

Age Requirement:

You must be 15 to volunteer on your own. If under 15 and part of a family who is volunteering, you must work with a parent.

Contact:

Kim Johnson, Volunteer Coordinator

Kim.Johnson@co.anoka.mn.us

763-576-4695, extension 5238

Completed Adopt-a-Shelf Volunteer application is required.