

TECUMSEH DISTRICT LIBRARY

215 North Ottawa Street ~ Tecumseh, Michigan 49286-1564 ~ 517-423-2238 ~ Fax 517-423-5519

VOLUNTEER POSITION POSTING

Application Deadline: Until Position Is Filled

- TITLE:** Volunteer Receptionist
- REPORTS TO:** Adult Services Librarian
- WORK SCHEDULE:** 10:00 a.m. until noon
One to five days per week, Monday through Friday
- RATE OF PAY:** No monetary compensation
- QUALIFICATIONS:** High school diploma or its equivalent; some college preferred.
- Ability to answer the telephone in a pleasant, polite and professional voice.
- Ability to use a telephone system with multiple lines, voicemail and intercom capabilities.
- A willingness to work with the public and library staff to enhance the image of Tecumseh District Library.
- A willingness to do light filing.
- Ability and desire to serve the public pleasantly and efficiently in a fast-paced demanding environment. Demonstrated ability to be dependable, flexible, and energetic, have a positive public service attitude and be a cooperative team member. Ability to work independently with a minimum of supervision. Demonstrated ability to perform detail work with accuracy.
- Good written and oral communication skills. Some bending and stooping required.
- Personal grooming and attire must be clean and appropriate for public business.
- During the employment interview, the candidate may be asked to complete alphabetizing and filing tests.

Tecumseh District Library is an equal opportunity employer.

Submit Library Volunteer Application and References to:

Melanie Earley, Adult Services Librarian

Tecumseh District Library

215 North Ottawa Street

Tecumseh, MI 49286-1564

POSTED: August 18, 2008.

EXPIRES: When Filled