

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:** Technical Services Volunteer
- REPORTS TO:** Supervisor of Technical Services
- WORK SCHEDULE:** 10:00 a.m. until noon
One to two days per week, Monday through Friday
- RATE OF PAY:** No monetary compensation
- QUALIFICATIONS:** High school diploma or its equivalent; some college preferred.

A willingness to work with the public and library staff to enhance the image of Tecumseh District Library.

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.

PERFORMANCE RESPONSIBILITIES:

- Repairing books with new book jackets
- Replacing spine labels on materials
- Gluing books
- Cleaning of DVDs, Books on CD & music CDs
- Repairing/replacing DVD cases, Books on CD cases & music CD cases
- Creating databases
- Comparing reports to materials on shelves

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 21, 2008.

EXPIRES: When Filled