

## Volunteer Job Description

**Title:** Center Librarian  
**Report to:** Executive Director  
**Trained by:** Executive Director  
**Shift:** 3 hour shift once a week  
**Schedule:** Anytime between 9am to 6pm, Monday through Friday  
**Minimum Commitment:** 6 months

**Job Summary:** Assist the Center in keeping all books/films in library neat and organized using previously developed catalog system. Maintain database of all books, and process new donations. Make decisions regarding which books are useful to the Center, and which are either outdated or irrelevant. Regularly re-shelve books and track books that have been checked out.

### Duties and Responsibilities:

- Organize books/films in library through existing catalog system
- Process Donations
- Maintain Database of books/films
- Purge old/outdated material
- Re-shelve books/films after they have been checked out and returned
- Track of material that has been checked out

### Knowledge, Skills, Equipment and Abilities:

- Excellent organizational skills
- Able to understand new systems of organization
- Familiarity with Filemaker Pro database helpful
- Positive attitude and good work ethic;
- Ability to establish priorities, work independently, and proceed with objectives without supervision.