



LAKE PARK PUBLIC LIBRARY VOLUNTEER OPPORTUNITY

Data Entry Assistant

This is a three-month volunteer position of one to two hours per week (or more if desired). The individual(s) will assist library staff in entering book-related data into an Excel file for submission to the Sustainable Shelves Program and Better World Books. Other tasks include, but are not limited to:

- Help pack books into boxes
- Help move boxes of books
- Help sort boxes accepted to the Sustainable Shelves Program and Better World Books

Required Knowledge, Skills, Ability and Experience:

- Ability to follow oral and written instructions
- Ability to use a computer keyboard and mouse
- Familiarity with Excel

Applications may be obtained from, and must be submitted to, the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, FL 33403. All applicants shall be subject to a criminal background check. Volunteer application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax or email. Phone: 561-881-3300. The Town of Lake Park is an Equal Opportunity Employer. A copy of the Town of Lake Park's EEOP Utilization Report may be obtained upon request.