



## LAKE PARK PUBLIC LIBRARY VOLUNTEER OPPORTUNITY

### Library Shelver

This is a three-month volunteer position of one to two hours per week (or more if desired). The individual(s) will ensure all library materials are properly shelved in order to make locating items easy for patrons. Tasks will include, but are not limited to:

- Return books and other library materials to the proper shelves/locations in the library
- Check shelves to verify items have not been incorrectly placed by patrons
- Courteously and accurately assist patrons with locating books and other materials
- Identify damaged books and other items that need to be repaired or removed from circulation
- Assist the cataloger in placing book covers and labels on items

### *Required Knowledge, Skills, Ability and Experience:*

- Ability to follow oral and written instructions
- Ability to use a computer keyboard and mouse
- Ability to complete shelving assignments with accuracy
- Ability to establish and maintain working relationships with the public and with associates

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](http://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.