



Library Branch Assistant

Job Description

Location: May be assigned to any branch of the North Olympic Library System.

Department: Branch

About the position: Library Branch Assistants help staff by performing a variety of routine tasks that support day-to-day operations of a branch library.

Volunteer duties include but are not limited to:

- Search for library materials listed on hold lists or missing lists
- Assist with discards
- Shelf DVDs and other media
- Clean media
- Other related tasks

Qualifications:

- Ability to stretch, bend and lift repetitively, push and pull heavy book carts, walk and remain standing for long periods of time
- Ability to follow instructions and complete tasks

Time Involvement: At least 6 month commitment.

Training Provided: NOLS volunteer orientation. Training in performing assigned tasks.