



# Interlibrary Loan Shipment Volunteer

## Job Description

**Location:** Port Angeles Main Library

**Department:** Technical Services

**About the position:** Interlibrary Loan (ILL) Shipment Volunteers package and prepare ILL materials for mailing.

**Volunteer duties include but are not limited to:**

- Tape appropriate label to envelope or box and secure package for mailing
- Fold notices for mailing
- Other related tasks

**Qualifications:**

- Manual dexterity and ability to perform the physical work involved preparing packages for mailing
- Attention to detail
- Ability to follow instructions and complete tasks
- Ability work independently
- Ability to identify safety needs and risks

**Time Involvement:** At least 6 month commitment. At least 2 hours per week.

**Training Provided:** NOLS volunteer Orientation. Training in use of equipment and performance of assigned tasks, as required.