



Volunteer Seed Library Tender

Job Description

Location: Assignment for Port Angeles Main Library of the North Olympic Library System

Department: Port Angeles/Circulation

About the position: The *NOLS Grows Seed Library* is a self-service kiosk in the Port Angeles Main Library. Seeds and educational materials are available at the kiosk for patrons to take home. Volunteer *NOLS Grows Seed Library* Tenders will regularly tidy and restock the kiosk, organizing and replenishing seeds and educational handouts, and record usage data.

Volunteer duties include:

- Visiting the Port Angeles Main Library once per week to perform volunteer tasks
- Stocking *NOLS Grows Seed Library* with seed packages
- Tracking and recording usage data
- Applying labels to new seed envelopes
- Organizing and tidying materials as well as doing light dusting and cleaning, as needed
- Notifying library staff when maintenance or repair is required

Qualifications:

- Strong attention to detail and ability to organize plants by family name using a list
- Ability to stand for 30-60 minutes while performing tasks
- Strong organizational skills
- Willingness to establish and reliably fulfill a volunteer schedule
- Comfort working independently, and without direct supervision

Desired Qualifications:

- Experience in gardening and seed starting/saving
- Enthusiasm for the *NOLS Grows* project and community service

Training Provided: NOLS will administer volunteer orientation, with additional training provided for specific assignments and tasks, as required.

Time Involvement: 6-month commitment; 1-2 hours per week.