



Volunteer Seed Library Sorter

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 Seed Sorters will regularly collect donated seeds from the donation box, record donation data, and package and label envelopes.

Volunteer duties include:

- Visiting the Port Angeles Main Library once per week to perform volunteer tasks
- Collecting packages of donated seeds
- Tracking and recording donation data
- Counting seeds and repackaging seeds into envelopes
- Applying labels to seed envelopes

Qualifications:

- Strong attention to detail
- Ability to focus vision on small objects for 30-60 minutes at a time
- Dexterity to handle tiny seeds (most work will be performed using a pill counter)
- Strong organizational skills
- Tidy handwriting, and ability to print without using cursive
- 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
- Experience handling seeds
- Enthusiasm for the NOLS Grows project and community service
- Desire to share information about seed saving with patrons

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.