

Volunteer Job Description: Delivery Volunteer

CCM Edgewood receives a book delivery every Monday through Friday morning at approximately 9:30 a.m. The delivery consists of CCM's materials being returned to us from other libraries and other libraries' materials being sent to us as holds for our patrons.

We are seeking a volunteer to assist with delivery on Thursday mornings. The delivery volunteer will assist the library clerk with checking materials in as well as organizing materials for patron's holds.

The ideal candidate for the delivery volunteer position will have the following qualities/abilities:

- Able to arrive at library at 9:30 a.m. And stay at library until delivery is complete (usually around 11:00 a.m.)
- Can assist in shelving books if needed
- Able to lift 30 lbs. and crouch and bend with some ease
- Able to alphabetize accurately
- Has legible and neat handwriting
- Possesses competency with basic database functions
- Can multi-task
- Organized and detail-oriented
- Amiable and friendly with library patrons