

Waco-McLennan County Library Volunteer Positions

All volunteers must be reliable, consistent and committed to providing excellent customer service. Experience working with children preferred.		
Job Title	Duties	Requirements
Circulation Positions		
Materials Assistant	<ul style="list-style-type: none"> ▪ Searching for specific library materials ▪ Picking up books on carts to reshelv ▪ Taking unshelved books to front desk for check-in and sorting 	<ul style="list-style-type: none"> ▪ Must pass the Library Skills Test ▪ Must be able to file material alphabetically and numerically ▪ Work independently with high level of accuracy ▪ Pay close attention to detail
Collection Care Assistant	<ul style="list-style-type: none"> ▪ Keeping the library neat and attractive for patrons ▪ Dusting and organizing material on shelves ▪ Cleaning books ▪ Help maintain library displays 	<ul style="list-style-type: none"> ▪ Work independently ▪ Pay close attention to detail
Program Positions		
Children's Program Assistant	<ul style="list-style-type: none"> ▪ Setup for children's programs ▪ Distributing program materials to parents and children ▪ Monitoring and assisting parents and children with program activities ▪ Cleaning up after programs 	<ul style="list-style-type: none"> ▪ Pay close attention to detail ▪ Follow directions ▪ Work well with others ▪ Communicate clearly ▪ Remain kind and courteous ▪ Provide excellent customer service

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Teen Program Assistant	<ul style="list-style-type: none"> ▪ Setup for teen programs ▪ Distributing program materials ▪ Monitoring and assisting teens with program activities ▪ Cleaning up after programs 	<ul style="list-style-type: none"> ▪ Pay close attention to detail ▪ Follow directions ▪ Listen to instructions ▪ Work well with others ▪ Communicate clearly ▪ Be respectful to fellow peers ▪ Remain kind and courteous ▪ Provide excellent customer service
Program Prepper	<ul style="list-style-type: none"> ▪ Assisting in preparing material for programs: cutting, gluing, painting, etc. material used for programs ▪ Rehearse program activities 	<ul style="list-style-type: none"> ▪ Work independently with high level of accuracy ▪ Pay close attention to detail ▪ Follow directions
Program Host / Hostess	<ul style="list-style-type: none"> ▪ Making sure each person entering a program signs in ▪ Verifying that each person has signed up for the Summer Reading Club ▪ Assisting patrons with signing up for the summer reading club ▪ Directing patrons where to go and what to do 	<ul style="list-style-type: none"> ▪ Have experience working with laptops ▪ Pay close attention to detail ▪ Follow directions ▪ Communicate clearly ▪ Remain respectful, kind and courteous ▪ Provide excellent customer service

Most positions require some bending, stooping, reaching overhead, standing for an extended time and may require use of a stepstool and pushing a heavy book cart. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.