

Volunteer Opportunity

LOCATION OF POSITION	LOUISVILLE PUBLIC LIBRARY
POSITION TITLE	DEPARTMENT AIDE
SUPERVISOR	SUPPORT SERVICES COORDINATOR
Job Responsibilities:	<ul style="list-style-type: none"> ▪ Monitor and restock supplies in Meeting Room, Board Room, and staff break room ▪ Clean whiteboards, keyboards, and monitors in public areas ▪ Recycle newspapers ▪ Clean books, remove RFID tags from periodicals ▪ General word processing to update Library communications materials
Qualifications:	<ul style="list-style-type: none"> ▪ Attention to detail and ability to interact with various department supervisors and staff ▪ Basic computer and word processing skills (MS Word 2007)
Job Summary:	<ul style="list-style-type: none"> ▪ On an as-needed basis, the department aide will assist all departments in the Library by helping to maintain public areas, materials, and supplies ▪ Other similar tasks, as may be assigned
Material & Equipment Used:	<ul style="list-style-type: none"> ▪ Standard cleaning supplies, hand truck (dolly), book truck ▪ Personal Computer, printer, copy machine
Work Environment & Physical Activities:	<ul style="list-style-type: none"> ▪ Casual, friendly atmosphere ▪ Bending, stretching, kneeling, carrying, and lifting will be necessary
Training Provided:	<ul style="list-style-type: none"> ▪ Work one-on-one with a staff member for approximately two hours ▪ Ongoing training support, as needed
Minimum Time Commitment:	<ul style="list-style-type: none"> ▪ 1-2 hours per week
Benefits:	<ul style="list-style-type: none"> ▪ Social interaction with other volunteers and Library staff ▪ Being part of a team at one of the top libraries in Colorado ▪ Annual volunteer recognition luncheon

If you are interested, please complete a [City of Louisville Volunteer Application](#). These are available at information desks in the Library and on the Web site. You may return it to the Library in person, by mail, fax, or scan/email. Once your application is received, the supervisor will contact you to discuss the position and your qualifications and availability.