Job Description

Reference Desk Volunteer

Department: Adult Services

Mission: Expand Minds & Build Community

Reports to: Reference Staff

Description: Provide assistance at the Information Desk, working with at least one staff librarian.

Qualifications:
- College student or graduate
- Previous library experience desirable
- Public service attitude
- Respect for the public
- Courteous
- Regard for privacy
- Reliability
- Commitment to scheduled time

Responsibilities:
- Assisting patrons to locate library material
- Handing out computer passes
- Answering the telephone
- Assisting patrons with public computers.

Length of Commitment:
- 3-6 months requested

Time Commitment:
- Flexible