



701 Goode St.

Bristol, VA 24201

## 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