



## PRESCOTT PUBLIC LIBRARY

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## VOLUNTEERING AT PRESCOTT PUBLIC LIBRARY

We appreciate your interest in becoming a Prescott Public Library volunteer. Our volunteers perform valuable tasks which enhance services for patrons and provide support for staff. We have a dedicated crew of volunteers who remain in their positions, so not all positions are available at all times.

The City of Prescott requirements for volunteers include a background check.

The following position descriptions are intended to give you an overview of the volunteer jobs. Most volunteers work 2-4 hour shifts once or twice each week.

- **Check-in** volunteers work with the sorting machine and a computer to check-in items returned by patrons. This job is done standing and requires some typing.
- **Shelving** volunteers need the ability to sort and file alphabetically and numerically. This position requires standing, squatting and lifting.
- **Book Sale** volunteers help sort, price, and shelve materials donated to the Friends of the Library Book Sale. The ability to bend, stand and lift is needed. This position is not responsible for retail sales or cash handling.
- **Books on Wheels** volunteers deliver books to homebound patrons residing in Prescott city limits. Requires use of personal transportation.
- **Computer Mentor** volunteers assist library patrons with computer use, including library catalog, Internet, email, and basic Microsoft Office applications.
- **Special events/projects** volunteers assist library staff in planning, organizing and executing events/projects, including periodic bulk mailings and arranging tables and chairs for recurring events (ex. Territorial Talent series or Arizona Humanities Lecture series).
- **Technical Services** volunteers prepare and mend materials for circulation as directed by staff.
- **Youth Services** volunteers assist Youth Services staff with shelving and events.
- **Rock Garden** volunteers assist with maintaining cloth toys, blocks and other items handled by our youngest patrons.