



**Campbell County Public Library**  
*Employment Opportunity Posting*  
*Posted April 20, 2018*

**JOB OPPORTUNITY**

JOB TITLE: Technical Services Volunteer

WORKSTATION: Newport

SCHEDULE: Weekdays between 9:30-4:30 at least 4-12 hours a week

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

COMPENSATION: Volunteer

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>



## Technical Services Volunteer

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REPORTS TO: Collection Services Coordinator  
LOCATION: Newport  
REVISED : 17 April 2018

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### **BASIC FUNCTION:**

Under the general direction of the Interlibrary Loan Specialist, the volunteer will pack and/or unpack Interlibrary Loan materials shipped via the courier service.

The relationship between the Library and its volunteers is meant to be mutually beneficial. While the Library hopes to fulfill volunteers' desires to be of service to their community, we also hope that all volunteers work to support us in our mission: "Campbell County Public Library enhances lifelong learning by providing popular materials, programs, and services to our community."

### **DUTIES:**

- Package materials securely and neatly
- Address packages correctly
- Leave materials in appropriate places for the shipper to pick up
- Prepare material for shipment, removing Campbell County Public Library labels
- Document shipping of material
- Open packages and sort into returning items and incoming items

### **QUALIFICATIONS:**

- Attention to detail
- Ability to follow directions
- Ability to work independently
- Ability to sit or stand for extended periods
- Ability to carry, push, pull, or lift up to 30 pounds
- Basic computer experience with standard office software, including Microsoft Office products and internet usage, preferred
- Successful background check performed by the Library

### **COMMITMENT:**

- Commitment to a regular schedule of 4-12 hours every week. Four-month minimum commitment preferred.

### **TRAINING & SUPERVISION:**

- Training and supervision provided by library staff