



Mesa County LIBRARIES

Volunteer Job Description

Position: Novel Idea Kiosk Clerk

Location: Central Library
443 N. 6th Street
Grand Junction, CO 81501

Position Purpose: The purpose of this position is to stock and maintain the Novel Idea Kiosk located in the Central Library. Books and media sold benefit the Friends of Mesa County Libraries, who distribute funds to a variety of MCL programs and events.

Supervisor: Volunteer Coordinator

Responsibilities, Duties, Functions, Tasks (what must be completed to achieve the goals):

- Utilize the Bookstore sorting room to organize and price donated items according to the provided pricing list.
- Stock kiosk with priced items, displaying a variety of materials, taking seasons/holidays/themes into account when appropriate.
- If needed, assist patrons with finding books, DVDs, and related items on the kiosk by being familiar with items on shelves and direct them to donation box at front desk
- Maintain a clean and orderly sorting room and kiosk.
- If needed, direct patrons to a staff member for additional assistance.
- Report hours to Volunteer Coordinator using Galaxy (online portal) or log sheet by the 10th of each month

Qualifications (minimum experience, skills, education, knowledge):

- Good organization skills and attention to detail
- Knowledge of popular books, genres, and authors is helpful
- Creative ideas for displaying materials are welcome

Requirements:

- Must be at least 18-years-old
- Interview with Volunteer Coordinator, background check, review of handbook, signed waivers
- Physical ability to push, bend, stretch, reach, lift and read book spines

Time Commitment:

- Minimum of 2-4 hours weekly
- Schedule is flexible