



**Mesa County  
LIBRARIES**

## Volunteer Job Description

**Position:** Collection Management Assistant

**Location:** Central Library  
443 N. 6<sup>th</sup> Street  
Grand Junction, CO 81501

**Position Purpose:** The purpose of this position is to assist the Collection Management department in preparing library materials for public use, repairing items in the collection, and retiring them when their time is through.

**Supervisor:** Collection Management Services Staff

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

- Prepare new materials for library use
- Perform repairs on library materials
- Process withdrawn magazines and transfer to the magazine exchange shelves
- Straighten the magazine exchange shelves
- Process withdrawn materials for donation
- Report hours to Volunteer Coordinator using Volunteer Portal or log sheet by the 10<sup>th</sup> of each month

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

- Good organizational skills and attention to detail
- Ability to follow instructions

Requirements:

- Must be at least 14-years-old
- Interview with Volunteer Coordinator, review of handbook, signed waivers
- Train with Collection Management staff before first shift

Time Commitment:

- Minimum of 1 - 2 hour shifts, once a week