



Shelf Reader

Summary:

This is a volunteer opportunity for teens looking to earn community involvement hours in person in the library. Shelf readers work in the children's department organizing and tidying the book shelves. This ensures that the children's books are in their proper place and easy to find for patrons as well as keeping the children's department looking its best.

Volunteers will earn 1 hour of volunteer service for each hour spent shelf reading. This volunteer position requires you to commit to visiting the library at least once a week for 1-2 hours at a time. The hours of this position are flexible and can likely accommodate your schedule and availability.

Duties/Responsibilities:

Shelf readers are required to ensure the organization and cleanliness of the book shelves in the children's department. This includes:

- Ensuring all the books in the non-fiction section are in Dewey decimal order
- Ensuring that the fiction books are in alphabetical order
- Tidying the shelves by making sure the books are straight, facing front and evened up
- Dusting and tightening book ends as required.

Skills/Qualifications:

- 13-19 years old
- An understanding of the Dewey Decimal system
- Ability to organize books in alphabetical order
- You are conscientious, reliable and independent
- You demonstrate strong communication skills, verbal and written
- You are open to learning new skills and undertaking new opportunities
- You require minimal direction once a task has been assigned

Benefits:

- Community involvement hours to satisfy high school graduation requirements.
- Learn new skills necessary for the job market: time management, communication skills, leadership skills, decision making and problem solving skills etc.
- Opportunity to give back to your community

This volunteer program was developed by the Stirling-Rawdon Public Library to provide teens in the community with a meaningful and useful volunteer work experience. With this in mind, library staff request that high school students assume responsibility for communicating with us directly.