Volunteer Job Description

Title: Community Service Volunteer

Service Area: Monterey Public Library

Purpose: The Community Service volunteer fulfills (school-required) community service hours and helps to create an orderly and welcoming place for library customers. The Community Service Volunteer assists library staff with short term assignments that are enhancements to library programs and services.

Duties: Book Cleaning, organizing promotional materials, files, and special mailings, helping with special events, assisting with surveys, preparing crafts, counting flyers, are a few examples of the duties that might be performed.

Qualifications: The Community Service Volunteer is a self-starter who enjoys a variety of tasks, is reliable, prompt, attentive to detail, and is available on an as-needed basis. Volunteers should be in middle school or above.

Training: A one-hour orientation and training will be provided.

Time Commitment: Volunteer will work on an agreed-upon schedule, with a minimum 10-hour time commitment. Regular shift available every Saturday from 10am-12pm.

Supervisor: Volunteer Coordinator

Contact: Sarah Nolan
Volunteer Coordinator
831-646-3949
nolan@monterey.org

*Library cannot accept volunteers requiring community service hours for disciplinary reasons.*