

# VOLUNTEER JOB DESCRIPTION

## *Adopt-A-Shelf*

**Department:** Volunteer Services

**Supervisor:** Volunteer Coordinator, *Jessica Link*

### **The reason we need you.**

Each year, over a million items are checked out and hundreds of thousands of people walk through our doors and look through our Library shelves. Exciting stuff! And sometimes a bit messy. That's why we need you!

As an Adopt-A-Shelf volunteer, you will have an area of the Library to claim as your own. What does that mean? You will keep your section in tip-top shape so that patrons can easily find what they want in our clean, professional Library. Your main tasks will be "reading" the shelves by scanning spine labels, placing materials in the correct order, pulling books to the front of the shelves, and keeping your area neat and tidy by dusting those hard-to-reach spots.

This volunteer opportunity is a great fit for families, companies, social groups, or individuals! It's designed to be as flexible as you need it to be. We know the Library could always use some extra care, and we want to work with your busy schedule to allow you to give back when you can. We're here; we're ready. Come when you can!

### **You might be the right volunteer if...**

- You consider the Library to be your own little slice of heaven. Any excuse to spend extra time in the stacks is a good excuse.
- Seeing clutter or things out of place makes you itch. You would love the opportunity to put some order to that chaos.
- You seek opportunities to work independently and can stay focused on the task at hand.
- You are comfortable working in a public space and interacting with all kinds of people.
  - You are happy to provide general answers ("The bathroom is that-a-way") or refer a patron to the right staff resource.
- You have time to volunteer, but it varies each week. You need an opportunity that is extremely flexible.

### **This job will allow you to:**

- Become an expert on the materials you care to know more about – gardening, travel, mystery novels, etc. – or explore a new author, genre or topic. (*Sections are assigned based on volunteer interest and availability.*)
- Create order and organization in your little part of the Library world.
- Volunteer as a family – this is a great opportunity to work together! You can foster civic responsibility, literacy, cleanliness, and family bonding all in one fell swoop.
- Be a good steward of Library resources by finding lost books and caring for the ones on the shelf.
- Rescue materials in need of repair by pulling them from the shelf and bringing them to the attention of the collection staff.
- Craft a volunteer opportunity as flexible as you need it to be. One week you're in on Tuesday morning and the next you're here Saturday afternoon? Works for us!
- Keep active and moving.
- Get to know the Library staff for the excellent, friendly resource that they are.
- Become knowledgeable about the Library facility and its many resources.
- Provide a valuable resource to the Library in saving time for our staff to dedicate to larger, more complex projects that benefit the community.
- Give back to your community through volunteer service.

### **What you bring to the table:**

- A passion for clean spaces and attention to detail.
- Strong organizational skills – able to put items in alpha or numerical order.
- The desire to successfully work independently.
- Light housekeeping skills – cleaning, dusting, straightening, pick-up trash, etc.
- A positive, “can-do” attitude that has you excited to walk in the Library’s door and get started.
- Ability to read, write, follow written and verbal instructions, and document your progress.
- Ability to walk, bend, reach, squat, lift and carry up to 5 lbs., and push a cart up to 30 lbs.

### **Your time commitment.**

- Attend an initial Library orientation – 2 hours.
- Attend a hybrid virtual/in-person training specific to your duties – 1.5 hours.
- Receive on-going training and support – as requested/needed.
- A 6 month commitment for a minimum of 1-2 hours every two weeks.
  - We’ll work with you to set some flexible scheduling parameters. Then you can schedule your time at your own convenience.
  - The size and number of shelves you’ll adopt is also flexible based on your preferred time commitment.
- No required end date – stay as long as you like!

### **We are guided by our principles.**

- Intellectual Freedom: We are committed to the free and open exchange of ideas. We facilitate your access to information free of judgment.
- Privacy: We protect your information and your right to privacy.
- Equity: Our Library is for everyone. You are welcome here.

### **What makes the Cedar Rapids Public Library special?**

The Cedar Rapids Public Library’s vision is to connect people to information, experiences, and services that enhance their quality of life so our community can learn, enjoy, and thrive. We are a beacon of literacy to all who seek knowledge and understanding. We are compassionate navigators to the information, resources, and entertainment you seek. We are your Library.

The CRPL Volunteer Program develops exceptional volunteer opportunities to support and enrich the Library through community engagement. Our vision is a collaborative environment that encourages community members to work towards an outstanding Library experience.