

VOLUNTEER JOB DESCRIPTION

Media Maintenance

Department: Volunteer Services

Supervisor: Volunteer Coordinator, *Jessica Link*

The reason we need you.

The Library's media collection contains some of our most popular materials. DVDs, Blu-rays, and music CDs fly off the shelves every day. Keeping up with these hot items as they return to the Library and getting them back to the shelves is a big project – and we could use your help!

Our Media Maintenance volunteers assist the Library by shelving returning media, straightening media shelves, and filling empty display shelves. Since there is always work to do with managing our media collection, this opportunity is designed to be incredibly flexible to fit your scheduling needs. You set your own schedule and help out when you can! So come down some afternoon and volunteer for a couple of hours to shelve movies – chances are, you'll be checking one out on your way home, too!

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 with us is a good excuse.
- For you, everything has a place...and it is satisfying to put it there!
- You enjoy working independently and can stay focused on the task at hand.
- You like keeping busy and taking initiative in tackling projects.
- You like the challenge of creating order out of chaos.
- 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 are comfortable standing for periods of time and working with your hands.
- You have time to volunteer, but it varies each week. You need an opportunity that is extremely flexible.

This job will allow you to:

- 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!
- Maintain order and organization in your little part of the Library world.
- Spend time perusing the Library's collection of movies and music.
- Demonstrate your skills as an independent worker.
- 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:

- The desire to successfully work independently.
- 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 put items in alphabetical and numerical order.
- 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 training specific to your duties – 2 hours.
- Receive on-going training and support – as requested/needed.
- A 3 month commitment for a minimum of 2 hours per week. We’ll work with you to set some flexible scheduling parameters. Then you can schedule your time at your own convenience.
- 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.