

VOLUNTEER JOB DESCRIPTION

Sorter Room Assistant

Department: Volunteer Services

Supervisor: Volunteer Coordinator, *Jessica Link*

The reason we need you.

Have you seen it? The largest automated library book sorter in Iowa? It's right here at the downtown Cedar Rapids Public Library! This two-level, three drop zone mega-machine automatically checks in all returning materials to the Library. Then, through a system of conveyer belts and wizardry, it sorts these returning items into different bins. From the bins, materials get put on carts to be reshelfed for the next patron. It is truly an amazing system that revolutionized the way our Library functions. And you can be a part of it!

Volunteers assist in the Sorter Room by monitoring the sorter, processing the materials bins, and managing the transit totes. This behind-the-scenes opportunity will give you hands-on time with the most impressive machinery in the whole Library. You can be at the heart of it all and see the amazing processes that keep the Library collection running smoothly while we circulate over one million items each year.

You might be the right volunteer if...

- The idea of systems and order make you giddy. You like to see chaos transformed into smooth structure.
- You enjoy working behind-the-scenes and independently.
- You aren't afraid to troubleshoot or problem-solve when new challenges present themselves. However, when truly stumped, you won't hesitate to ask a staff member for assistance.
- Friends and co-workers consider you to be detail oriented.
- You like keeping busy and staying focused on the task at hand – despite the drone of the sorter machine and the active environment of the room.
- You are comfortable standing for periods of time, like keeping physically active, and can lift 25 lbs.

This job will allow you to:

- Learn about the behind the scenes work that goes into the Library. You'll get a backstage pass to the sorter room to see our work in action!
- Maintain order and organization in your little part of the Library world.
- Assist patrons from behind the scenes by working with the Library materials they love.
- 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 stand for 2 hours, walk, bend, reach, squat, twist, lift and carry up to 25 lbs., and push a wheeled cart up to 60 lbs.

Your time commitment.

- Weekly two-hour commitment for a minimum of 3 months. We’ll work out a regularly scheduled day and time that works best for both parties.
- Opportunities are available: Monday-Thursday from 9am-7pm; Friday-Saturday from 9am-5pm; Sunday from 1-5pm.
- Attend an initial Library orientation – 2 hours.
- Attend a training specific to your duties – 1.5 hours.
- Receive on-going training and support – as requested/needed.
- 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.