



Serving Opportunity Position

Brief position description of LIBRARY CIRCULATION ASSISTANT

Volunteer assists in maintaining the library by teaching library patrons to search the automated library system, check books in and out, and shelve books. These services will be offered at scheduled times in the library, in the narthex on selected Sunday mornings, and at special church events.

MINISTRY AREA/DEPARTMENT	Equipping Ministry
ACCOUNTABLE TO	Carolyn Wilson
MINISTRY TARGET	Library/Media Management
POSITION IS	Library Circulation Assistant
POSITION MAY BE FILLED BY	Church community
MINIMUM MATURITY LEVEL	High School and Above
SPIRITUAL GIFTS	Willingness to serve
TALENTS, ABILITIES & PERSONALITY	Teaching, basic computer skills, people oriented personality
PASSION FOR	Reading and libraries
LENGTH OF SERVICE COMMITMENT	6 months minimum

ANTICIPATED TIME COMMITMENTS

Three to four hours a week

RESPONSIBILITIES/DUTIES

1. Circulation Duties: Checking books/media in and out in the library
2. Shelving books
3. Assisting church attendees on selected Sundays in the narthex to sign up as library patrons, circulate books from a book cart, accept book donations, and supervise “give-away” books.
4. Assisting patrons in online searches.

TRAINING AND RESOURCES

Training will be provided (approximately three hours)

BENEFITS TO VOLUNTEER

- Learning to use the COP library automated system
- Becoming familiar with the resources in the library
- Meeting church members while assisting them in using resources
- Satisfaction in making library resources easily accessible to library users