City of Pacific Grove – Volunteer Program
300 Forest Avenue
Pacific Grove, CA 93950

VOLUNTEER JOB DESCRIPTION: Shelver

Department/Location	Pacific Grove Library
Purpose	Assists library by keeping shelves in good order
Duties	1. Return books or other materials to appropriate locations on shelves 2. Assure shelves are in good order for use by staff and patrons 3. Refer patron requests or questions to appropriate library staff person
Qualifications/Skills	1. Ability to arrange items in numerical and alphabetical order 2. Physical ability to push, bend, stretch, lift and read book spines 3. Aptitude for detail and neatness 4. Willingness to become familiar with the Dewey Decimal System 5. Willingness and ability to work independently
Length of Assignment	Minimum 6 month commitment
Time Commitment	Minimum weekly 2 hour shift
Supervisor	Circulation Supervisor

To apply for this volunteer position, please contact:
Volunteer Program Coordinator
Phone: 831-648-3109
Email: pgvolunteers@ci.pg.ca.us
Or by visiting our website at www.ci.pg.ca.us/volunteer.htm

Revised: 12/20/11