

Church Library Assistant

Position Description:

Assist the librarian in maintaining the library by performing assigned duties.

Qualifications:

- Christian
- Dependable
- Knowledge of proper shelving practices using Dewey Decimal System

Responsibilities:

- Shelf books as they are returned.
- Help keep the library clean, neat, and attractive.
- Check all books before they are shelved for needed repairs.
- Maintain library hours.
- Help patrons find and check books out.
- Check in returned books.
- Become familiar with the general content of the library.
- Inform the librarian of problems or needs relative to the library.

Ministry Deacon Contact:

Leslie Smith

Time Commitment:

Variable, but will include 15-20 minutes before or after each service to make library accessible to members for checking books out/in and approximately 1 hour per week to shelve books and maintain library.

Revised 3/06/11