



Holds Assistant Volunteer Job Description

Mission: Be a hub for engagement, literacy and learning, and lifelong curiosity and discovery.

Title: Holds Assistant

Responsible To: Manager of Adult Services

Qualifications:

- Detail oriented with the ability to take direction and work independently
- Able to stretch, reach, bend and twist to reach books and push a cart of books throughout the library

Responsibilities:

- Work from a printed list of books placed on hold, pulling titles from shelves throughout all three levels in the library.
- Deliver books to the sort room to be placed on holds shelves by library employees.
- Maintain confidentiality working with library patrons' personal information and hold requests.
- Other related duties as assigned.

Time Commitment: 1-2 hours per week, Monday-Friday mornings. Ongoing time commitment with a 3-6 month minimum expectation.

Training: Training to be scheduled with Manager of Adult Services or other Adult Services employee prior to first shift. Contact Volunteer Coordinator to arrange.

Location: Varies, report to 3rd floor Ask Here desk to receive holds list

Contact: Volunteer Coordinator, 307-773-7224 or VolCoor@lclsonline.org