



## Notice Stuffer Volunteer Job Description

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

**Title:** Notice Stuffer

**Responsible To:** Volunteer Coordinator

**Qualifications:**

- Ability to follow direction and perform repetitive, predictable tasks

**Responsibilities:**

- Prepare routine documents for mailing, including overdue notices, Foundation mailings, etc.
- Fold notices, stuff into envelopes and seal mailings as instructed by library employees
- May assist with putting together mailers for special events, projects or other library programs as needed
- Other related duties as assigned

**Time Commitment:** A regular, weekly schedule is preferred with a 3-6 month minimum commitment. Overdue notices are typically sent in the morning, but hours may vary if assisting with Foundation mailings or other special projects.

**Training:** Initial instruction provided by Volunteer Coordinator or designated library employee.

**Location:** Varies depending on project, report to Volunteer Coordinator for direction.

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