

Volunteer Librarian - Job Description

Overview:

Under the supervision and direction of the Executive Director or Office Manager, the Volunteer Librarian will assist with managing the organization's onsite library resources.

Primary Responsibilities/Duties:

- Select, catalogue and classify library materials for the Resource Center
- Utilize library database and complete data entry tasks for new materials
- Keep the library space organized and tidy
- Work in collaboration with staff members and other chapters
- Answering inquiries regarding library materials and resources

Expectations:

- Responding to assignments and requests as needed
- Exercise tact, discretion, and confidentiality
- Willing to learn new things
- Good telephone etiquette
- Can work in a timely and efficient manner
- Ability to interact well with others and work as a team player
- Ability to work independently

Time Commitment: Part time or as needed (on call)

- Duties will be carried out at our Resource Centre in Burlington

Skills and Experience:

- Experienced and skilled with computers (Microsoft Office)
- Prior experience with managing a library or completion of related post-secondary program
- Ability to organize and set priorities
- Strong communication skills
- Knowledge of MS Access an asset, but not required

Interested applicants are asked to submit a General Volunteer Application (online form available at www.Ldahalton.ca on Volunteer Page). Interview may be required.