

## **Volunteer Librarian - Job Description**

### **Overview:**

Under the supervision and direction of the Executive Director or Resource 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.LDAH.ca](http://www.LDAH.ca) on the 'Volunteer' Page). Interview may be required.*