

Job Title: Media Shelver

Purpose of the position: sort and shelve media (DVD, Blu Ray, Video, Audiobooks)

Location: Circulation Services

Key Responsibilities:

- Read spine labels and shelve media in proper order

Reports to: Circulation Services Department Head

Length of Appointment: 6 weeks

Time Commitment: 1-2 hours/week

Qualifications Required:

- Willingness to learn new skills
- Ability to accurately file both alphabetically and numerically
- Ability to push a loaded book cart weighing up to 300 pounds
- Ability to reach, bend, stoop, and lift from standing, sitting, and kneeling positions
- Ability to lift and carry up to 10 pounds, an armload of books.

Support Provided: Training by Circulation staff

Age Requirement: 14 years - adult

Benefits: Work with friendly and supportive staff; meet new people; contribute to the community; check out new books, movies, & magazines