Volunteer Job Description

Position – **Librarian aka "Book Boss"**

Purpose: Neighbor Up Brevard is looking for a volunteer to organize and categorize our books. S/he will be responsible for the upkeep of our library at the Dorcas Outreach Center for Kids (DOCK).

Location: 1151 Masterson Street, Melbourne, FL 32935

Key Responsibilities:

- Be able to organize our books by theme, alphabet, and by grade level
- Develop and maintain an easy-to-use check-out systems for books

Responsible to: DOCK Director and Volunteer Coordinator

Time Commitment: Intensive time commitment until library organized and system in place; after that about one (1) hour/week to maintain

Qualifications:

- Attendance at DOCK Volunteer Training session
- Successful background check/fingerprinting if encountering children; if work done when children are absent, then unnecessary
- Past experience cataloging in a library (preferred)
- Knowledge of academic expectations/milestones and the ability to accurately organize books by grade level
- Computer experience preferred

Support: The DOCK Director and Volunteer Coordinator

Dress Code: Casual