

	<b>Job Title:</b>	Project Assistant	<b>Reports to:</b>	Cataloging and Materials Services staff
	<b>Department:</b>	Cataloging and Materials Services	<b>Location:</b>	LPCPL Exchange

### JOB DESCRIPTION

Do you enjoy organizing things? Do you feel a sense of accomplishment completing a clean-up project? If so, a project assistant volunteer may be the right fit for you! As a project assistant volunteer, you work on library materials including books, dvds, kits, etc., replacing labels and creating artwork inserts for dvds. You also use the computer to add cover art to catalog records, delete unnecessary information, or check computer links to see if they still work.

This volunteer opportunity is a great fit for detail oriented individuals who want to help keep library materials looking great and make them easy to find for our community. Hours are developed with Cataloging and Materials Services staff to correspond with project timelines and volunteer availability.

### POSITION REQUIREMENTS

- You are detailed oriented
- You apply directions in a consistent, uniform manner
- You welcome working with people from your community
- You are positive, adaptable, and forward thinking
- You display appropriate demeanor at all times; this includes dress, body language, and facial expressions
- You abide by established policies and procedures

### FREQUENCY

Hours are developed with Cataloging and Materials Services staff to correspond with project timelines and volunteer availability

### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Office environment; exposure to materials returned in unfavorable conditions
- Mobility: Frequently lifts and carries 10 pounds; occasionally pushes/pulls using cart; frequently sits, stands, kneels, squats, bends, twists, grasps, and reaches above shoulders to move materials
- Repetitive motions: making substantial movements (motions) of the hands, wrists, and/or fingers
- Must be able to respond to fire alarms, warning sirens, and phone pages