Library Volunteer

**Job Title:** Library Volunteer

**Brief Job Description:** VLP Library Volunteers work to ensure that library operations run smoothly and that the needs of all patrons are met. They may assist library staff with regular duties or special library projects.

**Responsibilities might include:**

* Works at public reference desk assisting customers in locating materials, finding information and accessing resources
* Helps customers access and utilize the Internet and other electronic resources
* Assists children with homework and other school projects
* Develops and maintains library collection including periodicals
* Plans and changes book displays
* Implements established library policies and procedures including collection of late fees and setting up for special events
* Performs other related duties as assigned

**Qualifications:** Volunteers should have an interest in and familiarity with libraries. Interested volunteers should be friendly, approachable, and customer service oriented. Knowledge of basic computer operations is preferred.

**Time Commitment:** 1-2 hours per week

**Benefits:** Volunteers contribute to our mission of promoting lifelong learning and literacy in our community as well as contributing to the success and maintenance of an historic Baltimore library facility.

***For more information or to volunteer, please contact:***

***Our Development Department***

***vlpnews@villagelearningplace.org***