

SHIPMENT ASSISTANT – (ON-CALL)

RESPONSIBILITIES

- Assists staff with unpacking and sorting the Blackgold Cooperative library shipment. The shipment consists of bagged items, (books, DVDs, videos, CDs, and audiocassettes) coming to the Central library from outside the Santa Barbara library system.
- Empties shipment bags and sorts books onto book carts.
- Reads slip on each item to determine which book cart it should go on.
- Pushes loaded carts to technical services area.

THE DIFFERENCE YOU WILL MAKE TO THE LIBRARY

- Assist the library's staff when there is an illness or vacation.
- Free the library's staff to apply their time in providing valuable library services to the community that only they are skilled to do.

VOLUNTEER QUALIFICATIONS

- Flexible days. The Shipment Assistant will be notified in the early afternoon and asked to come in at approximately 2:00 p.m., to help unpack items. The shipment arrives Monday through Thursday afternoons around 2:00 p.m.
- Is honest, reliable, enthusiastic, energetic, flexible, and patient.
- Is courteous and friendly to library patrons, staff, and volunteers.
- Able to work independently with minimal supervision. Is professional and detail oriented.
- Ability to bend, push, lift heavy objects (25 pounds), and work with some dust.
- Ability to sort materials with accuracy.
- Has good eyesight and motor skills.

COMMITMENT REQUIRED

- One (1) hour each session for a minimum of one (1) year. Volunteers may choose one (1) to four (4) afternoons a week.

CONTACT

- Contact Ellen Cunningham, Santa Barbara Central Library Volunteer Coordinator, 564-5644, ECunningham@SantaBarbaraCA.gov.