



**Position:** Children's Circulation Volunteer

**Overview:** Help enhance the user experience at JMRL by getting books and other materials in the hands of patrons and locating missing items from the collection. Ensure that shelves are orderly and clean. Two Saturday mornings per month.

**Location/Department:** Central Library Children's Department

**Reports to:** Whitney Mallenby

**Responsibilities:**

- Pull titles from the shelves for the pick-list
- Sort book carts
- Shelf read and locate missing items
- Examine materials for damage and pull as needed

**Benefits:**

- Gain familiarity with JMRL collection
- Be an integral part of the function of the Library

**Training/Support available:** Volunteer will receive an initial training session followed by assistance as needed.

**Qualifications:**

- Ability to alphabetize & read numerical order
- Familiarity with Dewey Decimal System helpful
- Ability to stand for 2 hours at a time

**Commitment:** minimum 12 month commitment

[Apply Here](#)

**Contact:**  
Heather Pehnec  
Volunteer Coordinator  
434.979.7151 x 6695 or [volunteer@jmrl.org](mailto:volunteer@jmrl.org)