



Volunteer Opportunity:  
Department/Division:

**Library Attendant**  
Senior Activities Center

**Contact**

Michelle Varley  
Activity Coordinator  
Senior Activities Center

817-788-7712  
mvarley@hursttx.gov

**Location**

Hurst Senior Citizens Activities Center  
700 Heritage Cr.  
Hurst, Texas 76053

**Qualifications**

Must possess ability to sort and file, have good organizational skills, be dependable and be able to lift light to medium weight material.

**Duties**

- Organize and maintain Senior Center Library shelves on a weekly basis.
- Sort through and replenish bookshelves with donated materials.
- Ensure that categories of hardback and paperback books are maintained: Large Print, Magazines, Paperback by Author, Paperback-Western, Biographies, Religion, Sports, History, Self Help & Politics, Arts/Crafts/Decorating, Dieting & Cookbooks, and Fiction.
- Work under guidance of Senior Center Director, Linda Rea.

**Requirements**

Minimum age: 55  
Time Commitment: Based on volunteer availability  
No Criminal Record

**Training**

Will be provided as needed.

**Physical Demands**

Must be able to stand, push, pull, lift (up to 15 lbs), reach, bend, and stoop for extended periods of time. Visual and hearing acuity.

**Mental Demands**

Read, comprehend, retain, and follow oral and written instructions; effectively communicate.

**Environmental Conditions**

Volunteer will work inside and be protected from weather conditions. Volunteer will have moderate interaction with the public in person.