



Volunteer Opportunity:  
Department/Division:

**Shelving Assistant**  
Library – Adult and Youth Services

**Contact**

Malaika Marion 817-788-7311  
Managing Director/Community Services mmarion@hursttx.gov

**Location**

Hurst Public Library  
901 Precinct Line Rd.  
Hurst, Texas 76053

**Qualifications**

Must possess ability to file in alphanumerical order, have good organizational skills, be dependable, and be able to lift light to medium weight materials. A skills test is required.

**Duties**

- Shelve and file materials in proper order and review collections for errors

**Requirements**

Minimum age: 18  
Time Commitment: minimum of two hours a week (during Library hours)  
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 to shelve materials at various heights.

**Mental Demands**

Speak and write clearly, read and comprehend; comprehend, retain, and follow oral and written instructions; effectively communicate.

**Environmental Conditions**

Volunteer will work inside and be protected from weather conditions; works in a clean, well-ventilated, and well-lighted environment. Moderate traffic and immediate distractions in immediate area.