



Volunteer Opportunity:
Department/Division:

Material Returns Attendant
Library – Circulation

Contact

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Managing Director/Community Services mmarion@hursttx.gov

Location

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

Qualifications

Candidate will work independently in the Circulation Department under the direction of the Circulation staff. Candidate must possess a willingness to learn basic tasks using Envisionware software and other computer processors.

Duties

- Use computer software to remove items from patron accounts
- Place items in appropriate area for shelving
- Put materials in sequential order for shelving

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

Visual and hearing acuity. Ability to stand for two hours at a time. Ability to reach, bend and stoop to floor. Ability to lift 10 pounds.

Mental Demands

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

Environmental Conditions

The 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.