



Volunteer Opportunity:
Department/Division:

Materials Processing Assistant
Library – Tech Services

Contact

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 be able to follow written and verbal instructions. Must be detail oriented. Must produce work that is neat, tidy and legible.

Duties

- Process materials that have been cataloged
- Materials may include DVDs, CDs, audio books, Playaways, and books of all types (including hardback and paperback, media kits)
- Processing may include covering book jackets and attaching spine labels and library identification

Requirements

Minimum age: 18
Time Commitment: 3-4 hours a day, 1-2 times per week (during Library hours)
No Criminal Record

Training

Will be provided as needed

Physical Demands

Visual and hearing acuity. Good manual dexterity required.

Mental Demands

Speak and write clearly, read and understand; 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.