



City of Pacific Grove – Volunteer Program
300 Forest Avenue
Pacific Grove, CA 93950

VOLUNTEER JOB DESCRIPTION: Reference Department Assistance

Department/Location	Library
Purpose	Assist in maintaining reference materials
Duties	Variety of clerical and organizational tasks, including but not limited to: 1. Shelf-reading the reference collection 2. Using the Library Catalog to check booklists against Library holdings 3. Assisting with an inventory of the Reference Collection 4. Processing and filing miscellaneous documents 5. Compiling statistics 6. Keeping tax forms stocked
Qualifications/Skills	1. Well-organized and attentive to detail 2. Proficient using the Library's computerized database 3. Ability to carefully follow instructions 4. Ability to work independently 5. Familiarity with Microsoft Word and Excel software is a plus
Length of Assignment	Minimum of a 6 month commitment
Time Commitment	Minimum of 2 hours per week
Supervisor	Reference Librarian

To apply for this volunteer position, please contact:
Lorrie Sizemore, Volunteer Program Coordinator
300 Forest Avenue
Pacific Grove, CA 93950
831-648-3109
pgvolunteers@ci.pg.ca.us
Or by visiting our website at www.ci.pg.ca.us/volunteer.htm