



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

VOLUNTEER JOB DESCRIPTION: Technical Services Volunteer

Department/Location	Pacific Grove Library
Purpose	Assist technical services department in processing new materials
Duties	<ol style="list-style-type: none">1. Measure and cut book jackets for placement on new book shelves2. Attach covers to materials neatly3. Maintain consistency in method of processing
Qualifications/Skills	<ol style="list-style-type: none">1. Organized with attention to details2. Aptitude for neatness3. Ability to understand and follow directions4. Willingness and ability to work independently
Length of Assignment	Minimum 6 month commitment
Time Commitment	As needed basis
Supervisor	Technical Services Supervisor

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