



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

VOLUNTEER JOB DESCRIPTION: Shelver

Department/Location	Pacific Grove Library
Purpose	Assists library by keeping shelves in good order
Duties	<ol style="list-style-type: none">1. Return books or other materials to appropriate locations on shelves2. Assure shelves are in good order for use by staff and patrons3. Refer patron requests or questions to appropriate library staff person
Qualifications/Skills	<ol style="list-style-type: none">1. Ability to arrange items in numerical and alphabetical order2. Physical ability to push, bend, stretch, lift and read book spines3. Aptitude for detail and neatness4. Willingness to become familiar with the Dewey Decimal System5. Willingness and ability to work independently
Length of Assignment	Minimum 6 month commitment
Time Commitment	Minimum weekly 2 hour shift
Supervisor	Circulation 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