



**KRISTUS DÂRZS**

LATVIAN HOME

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## **VOLUNTEER JOB DESCRIPTIONS**

### **Librarian**

#### **Before reporting for duty you should:**

- Sign in the Volunteer Book located outside the Program & Support Services Office
- Wash your hands
- Pin on volunteer tag (if you forget yours, get a replacement from the Program & Support Services Manager)
- Report for duty to the Program & Support Services Manager or designated person

#### **Specific Duties:**

1. Catalogue books, periodicals and other materials using the accepted method established by KD preferably in a database and/or manually
2. Label and file all new and incoming materials
3. Organize the bookshelves and keep the library area tidy

#### **Requirements:**

- Weekly for 2 – 4 hours or as desired

#### **Qualifications:**

- Good organizational skills
- Latvian language reading skills
- Enjoys working independently