



PRESCOTT PUBLIC LIBRARY  
215 E GOODWIN ST  
PRESCOTT AZ 86303  
928-777-1500

---

### **Volunteer Opportunities:**

We appreciate your interest in becoming a Prescott Public Library volunteer. Our volunteers perform valuable tasks which enhance services for patrons and provide support for staff. We have a dedicated crew of volunteers who remain in their positions, so not all positions are available at all times.

#### **The City of Prescott requirements for volunteers include a background check.**

The following position descriptions are intended to give you an overview of the volunteer jobs. Most volunteers work 2-4 hour shifts once or twice each week.

- **Check-in** volunteers work with the sorting machine and a computer to check-in items returned by patrons. This job is performed standing and requires some typing.
- **Shelving** volunteers need the ability to sort and file alphabetically and numerically. This position requires standing, squatting, bending, stretching and lifting.
- **Book Sale** volunteers help sort, price, and shelve materials donated to the Friends of the Library Book Sale. The ability to bend, stand and lift is needed. This position is not responsible for retail sales or cash handling.
- **Books on Wheels** volunteers deliver books to homebound patrons residing in Prescott city limits. Requires use of personal transportation.
- **Computer Mentor** volunteers assist library patrons with computer use, including library catalog, Internet, email, and basic Microsoft Office applications.
- **Program Docent** volunteers assist Adult Services Staff at large library programs by setting up chairs and audiovisual equipment, distributing assistive hearing devices, greeting patrons and introducing speakers.
- **Technical Services** volunteers prepare and mend materials for circulation as directed by staff.

- **Youth Services**
  - Volunteers help with a variety of tasks including helping to prepare crafts and do set-up for family programs, create bulletin boards, and other organizational tasks.
  - Academic Tutor volunteers for K-12 students in Math, English/Language Arts, Science or Social Studies in 30-minute sessions at the library.
  - Homework Help volunteers for K-12 students, provide homework help and listening to a child read.
  - Rock Garden volunteers assist with maintaining cloth toys, blocks and other items handled by our youngest patrons.
- **You Too!** volunteers provide assistive technology for those with hearing/vision impairment