



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

## **VOLUNTEER JOB DESCRIPTION: Shelver**

|                              |  |
|------------------------------|--|
| <b>Department/Location</b>   | Pacific Grove Library  |
| <b>Purpose</b>               | Assists library by keeping shelves in good order   |
| <b>Duties</b>                | <ol style="list-style-type: none"><li>1. Return books or other materials to appropriate locations on shelves</li><li>2. Assure shelves are in good order for use by staff and patrons</li><li>3. Refer patron requests or questions to appropriate library staff person</li></ol>  |
| <b>Qualifications/Skills</b> | <ol style="list-style-type: none"><li>1. Ability to arrange items in numerical and alphabetical order</li><li>2. Physical ability to push, bend, stretch, lift and read book spines</li><li>3. Aptitude for detail and neatness</li><li>4. Willingness to become familiar with the Dewey Decimal System</li><li>5. Willingness and ability to work independently</li></ol> |
| <b>Length of Assignment</b>  | Minimum 6 month commitment   |
| <b>Time Commitment</b>       | Minimum weekly 2 hour shift  |
| <b>Supervisor</b>            | Circulation Supervisor   |

To apply for this volunteer position, please contact:  
Volunteer Program Coordinator  
Phone: 831-648-3109  
Email: [pgvolunteers@ci.pg.ca.us](mailto:pgvolunteers@ci.pg.ca.us)  
Or by visiting our website at [www.ci.pg.ca.us/volunteer.htm](http://www.ci.pg.ca.us/volunteer.htm)

*Revised: 12/20/11*