

Williamsburg Community Chapel Volunteer Position

Position: Circulation Desk Volunteer

Reports to: Resource Center Lead Coordinator

Location: Resource Center (RC)

Scheduled Times (Include Trainings/Meetings):

Sundays & Fridays for Story Truths (if available), at least once a month. This position will be trained a few hours by the RC Volunteer Coordinator.

Position Summary (Include Trainings, Meetings & Prep Time):

Must love people, enjoy serving others, and have a heart for people of all ages. Must also be comfortable using library software and internet. Will receive training from Volunteer Trainer, a few hours in the beginning and ongoing as needed.

- Responsible for welcoming people into the RC.
- Ability to learn and know how to find materials in the RC.
- Assists people with checking materials in and out of the RC.
- Provides immediate assistance to anyone in need.
 - Locating materials
 - Directions to somewhere else in the chapel, etc...
- Records any and all material suggestions for purchase.
 - Passes them onto the Purchasing Coordinator.
- Makes note of any circulation issues.
 - Passes them onto the Circulation Coordinator.
- Makes note of anyone expressing a desire to volunteer in the RC.
 - Passes them onto the Volunteer Trainer.
- Locks up the RC.
 - Logs off computers.
 - Straightens up area.
 - Sets aside notes/books/issues for other RC volunteers.
 - Shuts off lights.
 - Locks doors.
- Shows up on time and is responsible for finding their own sub if they cannot fulfill their time commitment.
- Attends committee meetings as necessary.
- Guides fulfillment of the Resource Center's mission statement and ministry plan in conjunction with other committee members.

What is the Purpose/Goal: To make and grow disciples by offering

Biblically based materials.

Physical Demands: Position requires some sitting, standing and occasional lifting of up to 30 pounds.

Work Environment: Work in the Resource Center and work with all ages that come in for materials.

Dress Code: Comfortable, but respectful

Requirements: Dependability and Hospitality