

Oceanside Public Library

Volunteer Job Description

Adult Services Assistant

Purpose: To assist librarians with basic tasks, special projects, aiding patrons on computers, and answering general questions at the Adult Customer Service Desk.

Qualifications: Ability to work well with the public and with minimal supervision. Knowledge and experience with basic computer functions and capable of explaining and instructing to beginning level users. Additional knowledge of the Dewey Decimal System and bi-lingual skills are a plus.

Responsibilities: Answering basic questions and assisting patrons at public computers and at the Adult Customer Service Desk. Shelving books, shelf “reading,” locating collection items, and in general, assisting the Adult Services Librarians with various tasks. Communicating with Spanish speaking patrons and handling Spanish language items when applicable.

Training Provided: A tour of the facility will be given and any appropriate information and procedures will be shared.

Time Commitment: Two hours per week.

Length of Commitment: Minimum six month commitment requested.

Responsible to: Monica Chapa Domercq, Adult Services Manager
CJ DiMento, Mission Branch Manager

Contact: Cheri Noel, Volunteer Coordinator, 760-435-5564