

Customer Service Assistant

Qualifications:

- 18 years or older
- Excellent customer service skills
- Love working with people of all ages
- Patience and tact

Responsibilities:

- Greet patrons as they come into the building
- Direct or escort patrons to specific services and programs in the library
- Give brief tours
- Promote programs and activities
- Help patrons use the express checkout machines and library catalog computers

Training and Support:

- Volunteer orientation (online)
- Library Policies (online)
- Self-Checkout Kiosk

Minimum Time Commitment Requested: 2 hours per week for six months

Supervisor: Head of Circulation Services or Branch Manager