

2023 Junior Category Job Description

4-H Library
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Book Shelver

Position Overview: The 4-H library is looking for individuals to assist in shelving books. Book shelvees will be responsible for collecting books from the tables in the library and front desk and returning them to the correct location in the library. Shelvees assist library visitors in finding and recommending books. Shelvees work as part of the larger library team to assist with other projects as needed.

Essential Job Functions

- Be on time
- Organize and return books
- Communicate with library visitors
- Assist in other areas as needed

Other Necessary Skills

- Self-responsibility
- Organization
- Public Speaking Skills

Eligibility: Junior