RAISING READERS IN STORY COUNTY

Community Bookshelves Book Bundling Volunteer Job Description

Position Overview

Raising Readers in Story County (RRSC) partners with organizations throughout Story County to create Community Bookshelves that provide children and families with access to books while they wait for appointments and opportunities to take books home. Book Bundling Volunteers help prepare books for distribution to Community Bookshelf sites and ensure that related records are accurate and up to date. Volunteers complete these tasks at RRSC's North Grand Mall location.

Responsibilities

- Pack bags of books for Community Bookshelf sites.
- Label bags of books and place them in designated storage areas.
- Maintain and update Community Bookshelf records accurately.
- Organize books and supplies as needed to support efficient distribution.
- Lift and move supplies weighing approximately 15–20 pounds.
- Communicate with RRSC staff regarding completed work, supply needs, or questions.
- Follow RRSC procedures for handling books, records, and organizational materials.
- Complete other duties as assigned by the Volunteer Coordinator.

Maintenance and Safety Requirements

- Keep the work area organized, clean, and free of tripping or other safety hazards.
- Store bags, books, and supplies in their designated areas to maintain an orderly workspace.
- Use safe lifting and carrying practices when moving books and supplies.
- Ask for assistance when an item is too heavy, awkward, or unsafe to move independently.
- Report damaged equipment, unsafe conditions, spills, or other hazards to RRSC staff.
- Follow RRSC safety, emergency, confidentiality, and infectious disease procedures.
- Handle books, records, and other RRSC property appropriately.
- Volunteers should not attempt repairs or other tasks outside their training or assigned responsibilities.

Qualifications

- Ability to understand and follow written and verbal instructions in English.
- Attention to detail and accuracy when labeling books and maintaining records.

- Effective verbal and non-verbal communication skills.
- Basic written communication skills.
- Ability to work independently and stay organized.
- Ability to complete repetitive tasks while maintaining accuracy.
- Ability to safely lift and move approximately 15–20 pounds.
- Volunteers must be 16 years of age or older.
- Volunteers must complete a background check.

Time Commitment

- Volunteers are expected to commit to a regular, recurring schedule when possible.
- The number and length of shifts may vary based on RRSC and Community Bookshelf needs.
- Volunteers should arrive on time and be prepared to complete their assigned tasks.
- Volunteers should communicate schedule changes, absences, or anticipated delays to the appropriate RRSC staff member as soon as possible.

Volunteer Expectations

- Represent RRSC in a respectful, welcoming, and professional manner.
- Treat books, records, supplies, staff, volunteers, and community partners with care and respect.
- Follow RRSC policies, procedures, and safety expectations.
- Maintain confidentiality of information encountered while volunteering.
- Ask the Volunteer Coordinator or other appropriate staff member for clarification when unsure how to complete a task.
- Complete assigned work accurately and communicate when tasks are finished or when additional assistance is needed.
- Provide feedback or identify concerns that may improve the book bundling process or Community Bookshelf program.

Impact

Book Bundling Volunteers play an important behind-the-scenes role in helping RRSC provide books to children and families throughout Story County. By accurately preparing, labeling, organizing, and recording books for Community Bookshelf sites, volunteers help ensure that books are ready for families to enjoy and take home. Their work supports RRSC's broader mission of supporting the language and literacy development of young children through access to books and literacy resources.