

the Peter White Public Library  
217 N. Front St. • Marquette, MI 49855 • (906) 228-9510  
www.pwpl.info



# Volunteer Job Descriptions

## Library Links Trainer:

**Purpose:** An outreach position to teach people how to use the Library's online catalog and give a general introduction to the Library's online resources.

**Importance of Position:** Help people get the most out of using the library and increase community awareness of available resources by training them to use the online catalog and various databases. Training will be conducted in a variety of offsite locations within the PWPL service area.

### Qualifications:

- Experience using the Internet.
- Familiarity with PWPL online catalog desirable.
- Excellent communication skills, patience and ability to train others.
- Physical ability to stand, lift and carry.
- Willingness to learn.
- Willingness and ability to work independently.
- Transportation to offsite locations (mileage reimbursed).

**Responsible To:** Claire Rose, Deputy Director

### Responsibilities:

- Attend two 1-2 hour sessions including an orientation to the Library and job-specific training.
- Commitment to teach 4-6 classes over a six month period in various offsite locations.
- Work with project coordinator to schedule classes.

### Training Provided:

- Orientation to the library and training equipment (projector and laptop)
- Specific training on how to use the Library catalog to find, request and renew items; how to use MeLCat (statewide delivery system); how to download audio books; introduction to MEL databases and trial books-by-mail service.
- All class material and lesson plans will be provided by PWPL.

### Benefits of Volunteering:

- Satisfaction of providing a much-needed service.
- Opportunity to become acquainted with library online resources.

### Grounds for Termination:

- Failure to carry out assigned responsibilities.
- Breach of confidentiality.