Andersen Horticultural Library Children’s Collection Assistant - Volunteer

Job Description

Andersen Horticultural Library seeks 1 candidate to work with the collection of children’s books, which numbers in the hundreds and focuses on gardening, food and nature themes.

Responsibilities (Include but are not limited to)

- Shelve books (training provided).
- Assist in organizing and maintaining the area and the collection.
- Periodically review books on shelves to identify those that need care (jackets are torn, pages falling out, etc.)
- Recommend new books, if desired.
- Create displays around the children’s book collection, if desired.
- Other miscellaneous children’s collection-related tasks assigned.

Requirements

- Good written and oral communication skills (legible and neat handwriting a plus!)
- Respond to requests for additional help, depending on your availability
- Commit to a minimum of two shifts per month (weekly preferred); approximately 1-2 hour shifts if weekly

Benefits

- Gain knowledge of children’s books
- Gain knowledge of the Library and its collections
- Contribute to the Arboretum’s mission and support the library

Work Environment

<table>
<thead>
<tr>
<th>Indoors</th>
<th>Light lifting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoors</td>
<td>Working individually</td>
</tr>
<tr>
<td>Sitting</td>
<td>Working as part of a team</td>
</tr>
<tr>
<td>Standing</td>
<td></td>
</tr>
</tbody>
</table>

Time Commitment

This would be an ongoing opportunity. Shifts would range from 1 to 4 hours on average and would be fairly flexible.

Supervisor & Contact Information

Kathy Allen, AHL Librarian
Email: HortLib@umn.edu
Phone: 952-443-1405