

RiverTree Christian Church Position Description

Ministry Team: Library Team
Area: Logistics
Position Title: Volunteer for Library
Report To: Library Team Leader

Summary of Position: This position is a front line role on the Library team. This position assists the team leader in every area of Library administration. Serves closely with other volunteers on the team. Serves in alignment with overall vision of RiverTree.

I. General Responsibilities

- a. Greet and assist customers and church staff.
- b. Assist in securing needed resources for customers and church staff.
- c. Assist with general filing and organization.
- d. Make needed phone calls.

II. Library

- a. Train on all procedures.
- b. Assist with fronting shelves.
- c. Coordinate overdue reporting, phone calls and needed correspondence.
- d. Assist with displays, promotions, sales, etc.

III. Other Responsibilities

- a. Neat appearance and pleasant attitude.
- a. Attend regularly scheduled meetings.
- b. Develop an excellent working relationship with church staff and servant volunteers.
- c. Church is a non-smoking facility.
- d. Maintain a high standard of morals and Christian behavior.
- e. All other duties as assigned.