

**James V. Brown Library
Volunteer CIRCLE Program
Position Description**

Rover Greeter

A rover greeter is friendly and knowledgeable about the library. This volunteer should be on hand to help people find their way around the library, and to help patrons find the resources they are looking for. They should be able to accompany a patron to the part of the library they are looking for. They should be familiar with the staff and how it functions to be able to enlist the correct help for a patron if required. They should be able to train patrons on self check and help them use it.

Hours	Flexible.
Time Commitment	Flexible.
Location	Public areas of library.
Nature of Work	<p>Greet and guide patrons as needed during the open hours of the library by:</p> <ul style="list-style-type: none"> • Being available in central circulation areas • Help find items • Help search catalog • Help with self checkout • Hand off questions to appropriate staff • Take customer hand offs from staff • Check patron library accounts • Help with copier and computer questions.
Qualifications	<p>Up to date knowledge about the Library, location of materials and services, Dewey Decimal system. Must love the Library. This volunteer should like to help people, be friendly, and represent the library well.</p>
How to Apply	<p>Contact Volunteer Coordinator at 326-0536, pick up paper application at library customer service desk, apply online at www.jvbrown.edu/volunteer.html</p>
Supervisory Department	TBD