

LAKEWOLD GARDENS

Volunteer Position Description

Librarian

- Volunteer Title:** Librarian – volunteer status
- Location:** Work to be performed in the O'Rourke Memorial Library of the Wagner House at Lakewold Gardens, 12317 Gravelly Lake Dr. S.W., Lakewood, WA 98499. Library hours: April-September, Thursday, Friday and Saturdays from 11:00am to 2:00pm; October-March, Fridays and Saturdays 11:00am to 2:00pm.
- Key Responsibilities:** Assist members in selecting and checking out books, keeping a current record of borrower's name, books they take home, and shelving books once they are returned and checked in. Check-out system consists of a log book with hand-written entries, and a corresponding bookmark, noting due date, that members take home. Basic knowledge of Lakewold Garden's history and plants found throughout the gardens would be beneficial.
- Qualifications:** Must enjoy interacting with people, assisting with book selections, basic research and record-keeping, and the serene atmosphere of the O'Rourke Memorial Library found throughout the Wagner House.
- Time Commitment:** Librarians will work a 3-hour shift once a week, or a minimum of twice a month, with an on-going commitment for at least three months (with the exception of illness or emergencies). Shifts will be filled in the order requests are received.
- Training/Support Provided:** Orientation will be provided for each volunteer before they begin work in the Library. Additional support available on an as-needed basis.
- Benefits:** A Friends & Family membership is given after completion of 15 volunteer hours, annually. A Picnic with Purpose is held each year to recognize the efforts of volunteers.
- Volunteer Manager:** Cora Wells
Phone and e-mail: 253-584-4106 x106; cwells@lakewoldgardens.org
- Library & Education:** Pamela Felts
Phone and e-mail: 253-584-4106 x105; pfelts@lakewoldgardens.org
- Program Website:** www.lakewoldgardens.org/volunteering
- Mission Statement:** To preserve and enhance Lakewold Gardens as a historic estate garden of world class distinction, offering each visitor an inspirational experience through growth and learning in a profoundly unique setting.