



## **Volunteer Opportunity**

The Library System of Lancaster County is seeking volunteers to assist its Greenfield office staff. Responsibilities could include:

- Photocopying
- Laminating
- Collating packets, including preparation for mailing – applying labels, stuffing envelopes
- Preparation and counting items for distribution
- Compiling lists, data entry in Excel
- Deliveries to community organizations
- Taking inventory
- Cleaning and shelving books
- Preparing magazines and donated materials for the prison
- Other jobs as needed, mainly of a clerical nature

Volunteers are needed on a regular, on-going basis, and could be utilized for up to several hours per week. The schedule will be developed with the number and availability of the volunteers.

We also have an occasional need for on-call assistance for special projects. If you do not wish to volunteer on a regular basis, but would like to help occasionally, please contact us to put your name on our list.

Please email your letter of interest to: [dwesterhoff@lancastrlibraries.org](mailto:dwesterhoff@lancastrlibraries.org).

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