



Have you always wanted to be a librarian?

Volunteer at the GAI *Bibliothek!*

1–3 hours per week

The GAI library volunteer maintains the book and media collection and assists patrons. If you enjoy being around books, are organized, and would like to be a regular volunteer at the Haus, this position is for you!

Outgoing volunteer Mark Jensen created this job description:

Regular duties:

- Checking in returned materials
- Assisting patrons with checking out materials and answering general questions
- Shelving and organizing of materials
- Weeding donations per GAI staff and collection criteria
- Adding new items to collection
- Updating spine labels for older items returned to collection so they match the current labeling system
- Curating library displays
- Keeping library space neat and tidy
- Other duties as assigned

Desired skills and qualifications

- Beginner to intermediate knowledge of German
- Knowledge of Microsoft Office
- Experience with library catalogs helpful
- cursory knowledge of German literature helpful (ie. Goethe, Schiller, Kästner, etc.)
- Ability to work under minimal supervision

Contact Georgia Schneider at gshneider@gai-mn.org for more information.