



## **VOLUNTEER JOB DESCRIPTION**

### **LIBRARIAN ASSISTANT**

**LOCATION:** Brookside Gardens, 1800 Glenallan Avenue, Wheaton, MD 20902-1369

**NEED:** Weekdays and weekends from 10:00a.m. to 3:00p.m. Flexible schedule. Work one, two, or four-hour shifts per week.

**JOB DESCRIPTION:** Brookside Gardens is a nationally known 50-acre public garden attracting visitors to its many programs and facilities. The Brookside Gardens Reference Library is one important resource provided for public use. It is open daily except holidays. Volunteers will assist patrons seeking information about plants and gardening using library resources, including books, magazines, electronic media, and the Internet. This position provides volunteers the opportunity to learn library skills, learn how a public display garden works, and get to know the knowledgeable and professional horticulture staff.

#### **DUTIES AND RESPONSIBILITIES:**

- \* Answer questions from the public
- \* Use computer/Internet to assist visitors and gather information
- \* Provide support to the Horticulture Librarian
- \* Cover and shelve books
- \* Assist in revising library fact sheets

#### **QUALIFICATIONS AND REQUIREMENTS:**

- \* Ability to work with people
- \* Ability to listen and follow detailed instructions
- \* Mature and responsible work attitude
- \* Reliable and organized work habits
- \* Enthusiasm for goals and functions of the library
- \* An interest or background in horticulture or related fields
- \* Familiarity with the library system
- \* Minimum age of 18 years
- \* Solid command of the English language

**TRAINING:** Volunteers will receive on-the-job training.

**COMMENTS:** Volunteers in this position gain practical and professional experience in a variety of library skills. The "right fit" for this position will find this work interesting and rewarding, and the volunteer will be an invaluable asset to the garden and its visitors. For more information, call 301-962-1429, or email [MCP-GardenVolunteer@mncppc-mc.org](mailto:MCP-GardenVolunteer@mncppc-mc.org).