



# LIBRARY ATTENDANT

Hurst Senior Activities Center, 700 Heritage Circle

## QUALIFICATIONS

- Proficiency in sorting and filing with strong organizational skills.
- Dependable and reliable.
- Capable of lifting light to medium-weight materials.

Staff will provide training as needed.

## RESPONSIBILITIES

- Weekly organization and upkeep of the Senior Activities Center Library shelves.
- Sorting through donated materials and replenishing bookshelves.
- Ensuring the maintenance of categorized sections, including Large Print, Magazines, Paperback, Arts/Crafts/Decorating, Dieting & Cookbooks, and Fiction.
- Collaborating under the guidance of Senior Activities Center staff.

## REQUIREMENTS

- Must be at minimum 55 years old.
- Time commitment: Weekly maintenance required.
- No criminal record.
- Physical demands
  - Strong visual and hearing acuity.
  - Ability to stand and/or sit for extended periods.
  - Capable of pulling, pushing, lifting (up to 15 lbs.), reaching, bending, and stooping for prolonged durations.
- Mental demands
  - Speak and write clearly.
  - Comprehend, retain, and follow oral and written instructions.
  - Effectively communicate.
- Work environment
  - The volunteer will work indoors, ensuring protection from weather conditions.
  - They will operate in a clean, well-ventilated, and well-lit environment
  - Volunteer will have moderate interaction with the public.

### Contact

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