



Portage Public Library
Volunteer Job Description
Board Game Checker

General Purpose: To assist Circulation in maintaining board games and puzzles, and to determine if entire game has been returned in good condition and is ready to be checked in.

Duties: Following checklist provided, volunteers will complete the following: check material's condition, verify accurate number of parts and pieces, check for condition, repair games as needed, and report any discrepancies to a Circulation Clerk.

Time Required: This position requires up to two hours per week.

Training Required: Training will include meeting Circulation Supervisor and Clerks, introduction to board game collection, and tour of workspace.

Supervisor: Circulation Supervisor

04/01/2022 CT