

Crook County Library

Disc Repair Technician Volunteer Job Description

Overview of Position: Clean and repair DVD and CD discs in order to maintain and restore playability.

Qualifications:

- Ability to learn to use disc repair machine.
- Able to lift 10 pounds.

Responsible To: Designated staff member.

Responsibilities:

- Use library's machine to efficiently repair DVD and CD disks.
- Attend a 1 hour job-specific training.
- Ability to work independently.
- Clean and organize work area before shift end.
- Give supervisor a 48 hour notice if unable to keep shift assignment.

Training Provided:

- Volunteer will be trained to use the disc repair machine.

Time Commitment: Minimum 2 hour shift per week.

Length of Commitment: Minimum 6 month commitment.

Contact Person: Jennifer Kent, Volunteer Coordinator, 541-447-7978 ext. 308

Please help our library staff members attend to their duties by keeping visiting to a minimum. We ask that you turn your cell phones to silent while working in the library. Personal calls and conversations should be held outside the library work areas.