



## Position Description

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### **VOLUNTEER POSTING # 20-201**

**POSTED: 01/13/2020 – CLOSING 06/30/2020**

**Department:** Library

**Title:** Library Volunteer

**Goal:** To assist Library staff in the delivery of programs and in maintaining serviceable collections.

**Duties:** Perform basic administrative functions, shelving, and general library maintenance. Participate in the preparation of promotional activities. Assist with library programs and activities.

**Qualifications:** High School Diploma or GED. Some familiarity with computers and other office machines (some training provided). Good organizational skills, attention to details, dependable and prompt. Ability to work individually on specified projects.

**Time Required:** *One year minimum, 3 to 4 hours per week*

**Supervisor:** Library Director, Library Supervisor or Library Staff member

**Physical Demands:** Work requires climbing, stooping, reaching, standing, walking, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.