



Adult Library Volunteer

Supervisor: _____

Department: _____

Avg. Hours: _____

Days: _____

Position Summary

The Adult Library Volunteer ensures a positive experience for patrons and positively represents the library.

Essential Duties & Responsibilities

- Responsible for prompt and courteous delivery of customer service to library patrons by referral to appropriate staff.
- Assist with collection maintenance:
 - Placing books and other materials on shelves
 - Reading of shelves to keep materials in proper order
 - Pulling materials based on reports
- Maintain clean library spaces to ensure an orderly and attractive experience for patrons.
- Assist with library programs:
 - Crowd control
 - Interact with program attendees of all ages
 - Set-up and tear-down
 - Assist patrons with crafts
- Other duties specifically around special events or programs as assigned.

Qualifications

- Must present a professional appearance and a friendly manner
- Must be dependable and punctual
- Be courteous and personable when dealing with the public
- Be self-directed, willing to take initiative, and detail-oriented
- Computer skills are desired, but not necessary
- Must successfully pass a criminal background check.

Supervisory/Management Responsibilities

None.

Interaction

Frequent interaction with other library employees and patrons.

Computer/Technology Skills/Equipment/Software Skills

None required.

Travel Requirements

Travel by automobile may be required for volunteer opportunities available at multiple branches.
Frequency of travel: Occasional

Physical Demands

Ability to regularly lift/push/pull up to 35 pounds.

Often required to perform tasks at a desk for extended periods of time.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Work Environment

Majority of the work performed in a general office/library setting.

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of library volunteers.