

JOB TITLE: Adult Services Outreach Volunteer

DEPARTMENT: Adult Services

GENERAL STATEMENT:

Under the supervision of the Adult Services staff, the adult services outreach volunteer is responsible for assisting in organizing a variety of materials for library outreach.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists in organizing library materials for use in outreach programs.
2. May prepare library items for delivery to homebound patrons and deposit collections, including collecting, cleaning, checking out on the computer, and bagging.
3. May clean audiovisual discs using disc-cleaning machines.
4. May prepare other materials, like flyers or other promotional items, for use in outreach programs.
5. Keeps accurate records and communicates to library staff what tasks have been completed.

TOOLS/EQUIPMENT USED:

Computers, office and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer is frequently required to sit, stand, talk, and hear; to use hands and fingers to handle or feel objects, tools, or controls; and to reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The volunteer is occasionally required to lift up to 25 pounds and transport/move up to 100 pounds of library materials from one library location to another.

MINIMUM QUALIFICATIONS

1. Available to work 3 to 5 hours per week, to be scheduled by library staff.

2. Able to meet the physical requirements of the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Basic computer skills.
2. Willingness to learn new skills.
3. Ability to work both independently and as part of a team.

9/21/2015