



Volunteer Job Description

GENERAL DESCRIPTION:

Under the direction of various department heads, the volunteer supports Kokomo-Howard County Public Library's mission of "creating opportunities for our community to become its best" by assisting library staff members in a variety of important tasks and roles.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide and model excellent customer service to all library patrons
- Maintain a positive atmosphere by communicating with patrons and co-workers
- Assist and support assigned department with a variety of tasks and activities
- Honor privacy of patrons and coworkers

EXAMPLES OF WORK PERFORMED:

- Assist with craft projects
- Assist with event set-up by arranging tables, chairs, etc.
- Prepare material for library programs as directed
- Assist staff and program participants during special events
- Assist in staffing library table or booth at events
- Stock and maintain book sale area
- Assemble book and movie bundles for display
- Assist with planning and programming
- Gardening, weeding, or other light labor
- Look for items on missing lists
- Locate and pull materials on hold for patrons
- Cut up and distribute scrap paper
- Clean and disinfect books, DVDs, and audio discs
- Clean and disinfect toys and library supplies
- Dust shelves and general library areas
- Clean computer stations



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KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to master assigned procedures and be reliable in handling details
- Ability to adhere to standards and instructions
- Ability to relate tactfully and courteously with the public and coworkers
- Ability to work both independently and as part of a team
- Ability to use alphabetical and numerical filing systems
- Ability to be dependable and reliable
- Ability to communicate effectively, in writing, and verbally

QUALIFICATIONS AND REQUIREMENTS:

- Volunteer background check for ages 18 +
- Parental permission for ages 13-17
- Minimum age to volunteer is 13. (Waiver with permission of Volunteer Coordinator)
- Ability to abide by library guidelines and policies
- Ability to reliably work as scheduled and communicate with staff when an absence is required

PHYSICAL DEMANDS:

The physical demands described here are representative of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may frequently perform these actions:

- Stand, walk, sit for long periods of time
- Use hands and fingers to handle books, paper, technology
- Lift and/or move up to 25 pounds