



# Helper City



## HELPER CITY LIBRARY VOLUNTEER JOB DESCRIPTION

Document/Revision Number: HR007 02	Description: Job description for Helper City Library Volunteer
Prepared By: Helper City Mayor	Approved By: Helper City Attorney
Revision Date: January 15, 2018	Sheet 1 of 2

### **POSITION OVERVIEW**

Serves under the direct supervision of the Helper City Library Director and Assistants. Serves and provides information to the community and visitors alike regarding the City, its assets and programs available. Conducts all engagements in a professional, respectful manner and performs duties as efficiently and effectively as possible. Position consists of flexible hours and is without compensation.

### **SUPERVISION RECEIVED AND EXERCISED**

The Library Volunteer(s) receives job responsibilities as appointed by the Library Director and Library Assistant.

### **ESSENTIAL AND IMPORTANT DUTIES**

Duties may include, but are not limited to, the following:

1. Shelving items which have been returned.
2. Assists with programs.
3. Assists patrons that come into the Library.
4. Assists with processing items.
5. Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Working knowledge of standard office practices including operation of a computer and related software.
2. Working ability to communicate professionally and effectively with the public, even under stressful and tense circumstances.
3. Knowledge of City rules, operations, procedures, policies and City programs.
4. High school degree.
5. Ability to learn library programs, demonstrated organizational skills, and/or ability to successfully function in a stressful, fast-paced, demanding environment.

### **PHYSICAL DEMANDS**



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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of the job, the employee is frequently required to sit, talk and hear. The employee is required to stand; walk, use of hands, operate objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, run and utilizes senses of sight, hearing, taste and smell.

May be required to lift weight of 50 pounds. Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

## **REASONABLE ACCOMODATIONS**

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Employment and Housing Act.