

Davenport Public Library
Library Volunteer
COLLECTION MAINTENANCE JOB DESCRIPTION

DEFINITION:

This volunteer works independently locating items that need mending within the library. Shifts are 2 hours long. As part of the library team, patrons may approach you for assistance.

Volunteer could work at any library facility based on preference.

DUTIES AND RESPONSIBILITIES

- Identify books with loose spines, torn pages, and worn appearances.
- Find and replace DVD cases that are cracked or broken.

EXPERIENCE AND SKILLS

- Can work independently without supervision.

ELIGIBILITY REQUIRMENTS

- Complete an application.
- Attend interview and training.
- Pass a criminal background check.
- Work one day a week for two hours a day.

PHYSICAL DEMAND FACTORS

Physical activities required of a person in this job are: seeing, hearing, talking, standing and walking for up to two hours, able to push a heavy cart, reaching above head, bending, and stooping.

The noise level in this work environment is usually moderately quiet and below 85dBAs.

The above statements are intended to describe the general nature and level of tasks being preformed by volunteers.