

Davenport Public Library
Library Volunteer
PICKLIST JOB DESCRIPTION

DEFINITION:

This volunteer works independently to locate library materials for patron holds. Shifts are up to 2 hours long during the morning. As part of the library team, you may be asked by patrons to assist in finding items.

Volunteer could work at any library facility based on preference.

DUTIES AND RESPONSIBILITIES:

- Locate patron holds in the library collection.

EXPERIENCE AND SKILLS

- Can work independently without supervision.
- Knowledge of the Dewey Decimal System (desired but will train).

ELIGIBILITY REQUIRMENTS

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