

Davenport Public Library
Library Volunteer
BOOKSTORE JOB DESCRIPTION

DEFINITION:

This volunteer works with a partner to run the bookstore during hours of operation. Shifts are 2 hours long. As part of the library team, patrons may approach you for assistance.

Volunteer could work at either the Fairmount or Eastern branches based on preference.

DUTIES AND RESPONSIBILITIES

- Assist customers with finding materials.
- Selling materials and collection of money.
- Restocking and organizing materials on shelves.
- Receiving, sorting and pricing incoming donations.
- Open/close bookstore.

EXPERIENCE AND SKILLS

- Basic math skills and ability to calculate change.
- Ability to alphabetize.
- Customer service skills.
- Ability to work with no 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.