

Davenport Public Library  
**Library Volunteer**  
LIBRARYKEEPING JOB DESCRIPTION

**DEFINITION:**

This volunteer works independently to keep the library in tip-top shape. 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**

- Sanitize and/or clean toys, board books, CDs, and DVDs
- Push in chairs, pick up trash, and collect materials that need to be shelved.
- Clean tables as needed.
- Dusting shelves and around public area.

**EXPERIENCE AND SKILLS**

- Can work independently without supervision.
- Knowledge of basic cleaning supplies.

**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, 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.