

Davenport Public Library
Library Volunteer
SPECIAL COLLECTIONS DESK JOB DESCRIPTION

DEFINITION:

This volunteer works independently at the Special Collections service desk and is scheduled for a 2-3 hour shift a minimum of one day per month. As part of the library team, you may be asked by patrons to assist in finding items or to direct their research requests onto staff.

Volunteer would primarily work at the Richardson-Sloane Special Collection Center but may have the opportunity to participate in offsite library events.

DUTIES AND RESPONSIBILITIES:

- Create a welcoming environment by greeting every patron warmly.
- Assist patrons in locating items.
- Take down research requests to forward onto staff.

EXPERIENCE AND SKILLS

- An interest in genealogy and local history
- Can work independently without supervision.
- Basic Technology literacy.
- Knowledge of the Dewey Decimal System (preferred 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 performed by volunteers.