

Davenport Public Library
Library Volunteer
YOUTH COMMUNITY OUTREACH ASSISTANT JOB DESCRIPTION

DEFINITION:

This volunteer assists the Community Outreach staff by visiting various locations throughout Davenport providing library services. Volunteers may visit the area food pantries and provide services for students participating in Summer School. Shifts are approximately 3 hours and will occur mornings and afternoons depending on the needs of the locations visited.

DUTIES AND RESPONSIBILITIES:

- Select and read stories to children waiting with their families at the food pantry.
- Distribute library promotional materials during outreach campaigns.
- Select books from the library shelves to take to students participating in summer school.
- Assist students with checking out books and other library materials.
- Take down suggestions and requests for future materials to bring.

EXPERIENCE AND SKILLS:

- An interest in working with children.
- Comfortable reading to large groups of children.
- A friendly, welcoming demeanor.
- Basic technology literacy.
- Knowledge of the Dewey Decimal System (preferred but will train).

ELIGIBILITY REQUIREMENTS:

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

PHYSICAL DEMAND FACTORS:

Physical activities required of a person in this job are: seeing, hearing, talking, standing, and walking for up to three hours, able to push a heavy cart and lift bins of books weighing approximately 20 lbs., 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 of tasks being performed by volunteers.