

Davenport Public Library  
**Library Volunteer**  
SENIOR CITIZENS COMMUNITY OUTREACH ASSISTANT JOB DESCRIPTION

**DEFINITION:**

This volunteer assists Community Outreach staff with outreach to senior living facilities in Davenport. Shifts are approximately 3 hours during the afternoon, four times per month during the first and second weeks of the month. Volunteer would also be scheduled for one additional shift near the end of the month to select and prepare books for upcoming outreach visits.

**DUTIES AND RESPONSIBILITIES:**

- Select books from the library shelves to take to senior living facilities.
- Assist facility residents 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 senior citizens.
- 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.