

CITY OF FARMINGTON VOLUNTEER SERVICE DESCRIPTION



Title	Library Youth Services Volunteer Prime Time Family Reading Time Assistant
Pay Class	Volunteer – Unpaid
Commitment	6-week program, weekly, approx. 3 hours per week, Monday and/or Tuesday.
Number of positions	3 (daycare) and 2 (set-up)

Department/Division	<u>Library</u>	Latest Review Date	<u>3/2013</u>
Personnel Review		Department Review	<u>K. McPheeters</u>

Job Duties:

Essential Duties: Works under the supervision of the Youth Services Technician.

- Prep with library staff to receive instruction for the project at the family literacy night.
- Set up for evening dinner snack and clean up.
- Set up for daycare center (all ages from baby to age 6) and present program when needed.
- Assist in registration, distribution of books and counting the attendees into the program.
- Report the count to library staff for statistics.
- Assist library staff in cleaning up before, during, and after the session, where needed.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

Qualifications:

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Policy.

- Must enjoy working with youth and families.
- Ability to establish and maintain working relationships with co-workers, supervisors, and cultural backgrounds, both verbally and in writing.
- Ability to perform routine duties as assigned with little supervision.
- Ability to follow verbal and/or written instructions.
- Ability to work under stress and handle stressful situations.
- Ability to operate tools and equipment listed: time clock, book cart, registration.

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Physical Demands:

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer is frequently required to stand, walk, sit and talk or hear. The volunteer is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The volunteer is routinely required to balance; stoop, kneel, crouch or crawl.

The volunteer must occasionally lift and/or move up to 25 pounds. The volunteer will routinely push fully-loaded book carts and book bags with books requiring up to 25 pounds of force. Occasional lift and/or moving of sound system equipment, visual equipment, when required, up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet.

We are an Equal Opportunity Employer, M/F.