

# CITY OF FARMINGTON VOLUNTEER SERVICE DESCRIPTION



<b>Title</b>	Library Adult Services Volunteer Book Group Liaison
<b>Pay Class</b>	Volunteer – Unpaid
<b>Commitment</b>	Minimum 6 month; 2-3 hours per month
<b>Number of positions</b>	3

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

## **REQUIREMENTS:**

**Must Be A Member of the Book Group Represented.**

## **Job Duties:**

Essential Duties: Reports to and works under the supervision of the Adult Services Coordinator or designee.

- Acts as liaison between book group attendees and library.
- Mails out meeting reminders using stamped postcards provided by library.
- Reviews membership requirements to identify specific means for dropping members who do not meet minimum attendance requirement. Notifies members who fail to meet same.
- Makes contact information available to Book Group members so that they may contact their group Liaison if they are not able to attend their next meeting.
- Welcomes and provides brief orientation to new members that join the Book Group.

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 be a member of the Book Group for whom they will act as liaison.

- Hours of service correlate with established Book Group meeting time.
- Ability to communicate courteously and effectively with the public on all age levels and cultural backgrounds, both verbally and in writing.
- Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public.
- Ability to perform routine duties as assigned with little supervision.
- Ability to follow verbal and/or written instructions.

# CITY OF FARMINGTON VOLUNTEER SERVICE DESCRIPTION



## **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 occasionally required to balance; stoop, kneel, crouch or crawl.

The volunteer must occasionally lift and/or move up to 25 pounds. The volunteer may occasionally push a fully-loaded book cart requiring up to 25 pounds of force. 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.**