

CITY OF FARMINGTON VOLUNTEER SERVICE DESCRIPTION



Title	Library Volunteer Literary Critic and Editor
Pay Class	Volunteer – Unpaid
Commitment	Requires previous library volunteer service. 6-month minimum commitment; 2-4 hours per month
Number of positions	4

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

Job Duties:

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

- Composes and submits reviews of library books, movies, CDs, and other materials. (Reviews will be evaluated by library staff before being published.)
- Composes lists and articles for the library's electronic newsletter as assigned.
- Maintains shelf tags in library collection areas.
- Prepares Reader's Advisory slides using Microsoft PowerPoint program.
- Following the initial training period, volunteer will perform these tasks with minimal supervision.

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.

- Must be available to work Monday through Friday, between 9:00 a.m. and 5:00 p.m.
- Position requires strong reading and writing/composition skills.
- Must be proficient in use of Microsoft Office.
- 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.
- Ability to work under stress and handle stressful situations.

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- Ability to operate tools and equipment listed: time clock, computer, Microsoft Office suite, printer.

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.