



VOLUNTEER SERVICE DESCRIPTION

CITY OF FARMINGTON



TITLE: LIBRARY SHELVER

PAY CLASS: VOLUNTEER-UNPAID

COMMITMENT: MINIMUM 6 MONTH; FOLLOWING EXTENSIVE TRAINING (40-96 HOURS);
4-6 HOURS WEEKLY

NUMBER OF POSITIONS: 4-6 DEPENDING ON AVAILABILITY

DEPARTMENT/DIVISION: LIBRARY

REQUIREMENTS

Adopt-A-Shelf Assistant is required as prerequisite for this volunteer service.

IMPACT

The City of Farmington's Mayor's Volunteer Program (MVP) provides a wide range of opportunity for volunteers to contribute their knowledge, talent, and energy toward improving the quality of life in our community. MVP recognizes volunteers as instrumental partners in strengthening our community's bond and works to cultivate and model the generosity of spirit, time, and resources to further volunteer engagement and its stakeholders toward community participation.

JOB DUTIES

ESSENTIAL DUTIES: Reports to and works under the supervision of the Patron Services Coordinator, Patron Services Supervisor, and Patron Services Technician.

Sorts, shelves, and files various library materials accurately according to library classification systems (alphabetic, numeric, and alpha-numeric).

Reads shelves for accuracy, accuracy is vital.

Gathers mis-shelved and used materials for processing and re-shelving.

Checks shelves for held items and missing library materials.

Maintains shelves by straightening, shifting, shelf-reading and organizing materials while shelving.

Locates and retrieves library materials from public and non-public areas for library staff or library users.

Monitors condition of library materials in book stacks.

May assist with emptying book drop and taking returned items to proper place for processing.

May assist with checking in materials, monitoring the automated return system and emptying its bins.

May arrange returned materials on book carts and sort them in proper order.

Follows written and/or verbal instructions.

Attendance at work is an essential function of this position.

The duties listed above are intended only as illustrations 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's Drug- and Alcohol-Free Workplace Program.

Completes Volunteer Candidate Application online and interview.

Background check is required.

Attends orientation and training.

Ability to establish and maintain working relationships with co-workers, supervisors, and other city personnel and the public.

Responsible for reporting volunteer hours.

Previous library experience is helpful.

Some knowledge of Dewey Decimal classification system is necessary.

Must be able to commit to completion of extensive on-the-job training regimen (40-96 hours).

Duties must be performed quietly and capably. There is no opportunity for social interaction.

Ability to learn and perform repetitive tasks and follow written and/or oral instructions.

Ability to communicate courteously and effectively with the public on all age levels and cultural backgrounds.

Ability to demonstrate continuous effort to improve operations, decrease turnaround times, streamline the work process, and work cooperatively and jointly to provide high-quality customer service.

Speed is also a consideration. With training, 80-100 items shall be consistently shelved per hour.

Teamwork mentality and detail orientation are required.

Good work habits are required (e.g. punctuality, dependability, etc.)

TOOLS AND EQUIPMENT USED:

All volunteers under the age of 18 are prohibited by state law from working with equipment.

Ability to operate tools and equipment listed; Automated Return System, Book carts, Handheld automated scanning device, Library Online Catalog Computer.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by a volunteer to perform the essential functions of the job successfully. 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 walk, stand, talk and hear. The volunteer is 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 climb, balance, stand, stoop, kneel, crouch, or crawl.

The volunteer must occasionally lift and/or move up to 25 pounds. The volunteer will occasionally push fully-loaded book carts 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.
