



VOLUNTEER SERVICE DESCRIPTION

CITY OF FARMINGTON



TITLE: MULTIMEDIA QUALITY CONTROL

PAY CLASS: VOLUNTEER-UNPAID

COMMITMENT: MINIMUM 6 MONTH; 2-4 HOURS WEEKLY

NUMBER OF POSITIONS: 2 DEPENDING ON AVAILABILITY

DEPARTMENT/DIVISION: LIBRARY

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 and works under the supervision of the Patron Services Coordinator, Patron Services Supervisor and Patron Services Technician.

Maintains order and appearance of shelves in media collection.

May assist in emptying media bin from automated return.

May assist the library clearing room staff during peak hours.

Responsible for checking returned media items – CDs, DVDs, and audio-books – to ensure that all pieces are present and in their correct order in their correct case.

Responsible for checking media collection on the shelves- CDs, DVDs and audio-books- to ensure that all pieces are present, and in their correct order and in their correct case.

Assess incomplete, damaged cases and disks, repairs and route to library clearing room.

After initial training, volunteer will be expected to perform tasks with minimal supervision.

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.

Comprehensive understanding of library procedures, which may be attained through on the job training.

Knowledge of basic mathematical functions such as addition, subtraction, multiplication, etc.

Some knowledge of Dewey Decimal and alpha-numeric classification system is necessary, which may be attained through on the job training.

Ability to learn and perform repetitive task and follow written instructions.

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

Ability to work under stress and handle stressful situations.

Ability to work in team environment and detail orientation required.

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: book cart, time clock, and automated return bin.

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.
