



VOLUNTEER SERVICE DESCRIPTION

CITY OF FARMINGTON HUMAN RESOURCES
850 MUNICIPAL DR., FARMINGTON, NM 87401



TITLE: LIBRARY BOOK SALE

PAY CLASS: VOLUNTEER-UNPAID

COMMITMENT:

- FRIDAY: : (10:00 TO 12:00), (12:00 TO 2:00), (2:00 TO 4:00), (4:00 TO 6:00)
- SATURDAY SHIFTS: (8:00 TO 10:00), (10:00 TO 12:00), (12:00 TO 2:00), (2:00 TO 4:00), (4:00 TO 6:00)
- SUNDAY SHIFTS: (12:00 TO 2:00), (2:00 TO 4:00), (4:00 TO 6:00)

NUMBER OF POSITIONS: VARIOUS

DEPARTMENT/DIVISION: LIBRARY

IMPACT

The City of Farmington's Mayor's Volunteer Partners (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 Volunteer Coordinator and Technical Services Coordinator or Library Technician.

Tent Monitor/Site Help: (10) Reports to Library Technician: Assists with opening and closing duties such as moving boxes, tables, and signage. May add or remove stretch wrap to or from the tables. Straightens boxes and sale items, moves sale items into other boxes to condense boxes, breaks down boxes as they are emptied. Moves and stacks broken down boxes to appointed area. Keeps the sale area clean, organized, and safe. Assists guests: answers questions, directs guests to various locations. May assist with moving boxes.

Carry out Person: (6) Carries boxes and/or bags to patron vehicles. Assists with transporting boxes and/or bags to another location.

Greeter: (2) Greet guests and volunteers as they arrive. Gives guests a brief overview of the setup, answers questions and directs guests. Distributes bags.

Movers, Sunday only (4:00 to 6:00): (10) Moves tables and boxes into the library's multipurpose room. Sets up tables and stacks boxes onto tables or other designated areas neatly and organized.

Complies with all policies, procedures, and volunteer standards and policies outlined in the City of Farmington's Mayor's Volunteer Partners Management Manual.

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

Must enjoy working with the general public.

Ability to work under stress and handle stressful situations.

This position is subject to the City's Drug and Alcohol-Free Workplace Program.

Completes Volunteer Candidate interview.

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.

Ability to communicate courteously and effectively with the public on all age levels 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 listen, understand questions, and provide accurate information.

Becomes proficient with safety and building practices.

TOOLS AND EQUIPMENT USED:

All volunteers under the age of 18 are prohibited by state law from working with specific equipment. Hand truck, box cutters, and other related materials.

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.

Tent Monitor/Site Help: Volunteer must be able to lift and/or move up to 25 pounds. Volunteer must be able to stand, stoop, kneel, crouch or crawl.

Carry out Person and Movers: Volunteer must be able to lift and/or move up to 60 pounds and push hand trucks up to 250 lbs. of force. Walking and standing is required for this position.

Greeter: Volunteer must be able to stay in one area for a two-hour shift.

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.

This is an outdoor event. Must be able to work in all weather conditions.

Volunteers are required to wear closed-toed shoes. Sunscreen, gloves, and hat are suggested attire for this event.

The noise level in the work environment varies.
