Title: Library Adult Services Book Group Host

Pay Class: Volunteer – Unpaid

Commitment: Minimum 6 month; 2-3 hours per month

Number of positions: 3

Department/Division: Library

Latest Review Date: 1/2017

Personnel Review: Department Review

K. McPheeters

Job Duties:

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

- Gathers other supplies and materials as directed for Book Group participants.
- Places a sign in rotunda directing Book Groups to meeting area.
- Sets up the meeting area.
- Exits room until Book Group meeting is ended.
- Note numbers of attendees to report to Book Groups Coordinator for statistics.
- At meeting’s end, (approx. 1.5 hours later) collects completed titles and checks out next month’s title to members.
- Cleans up meeting room and puts away all supplies.
- Notifies staff to lock meeting room.

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 a varied schedule, including evenings and weekends.
- 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.
- Ability to operate tools and equipment listed: time clock, book cart.
**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.

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*We are an Equal Opportunity Employer, M/F.*

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Library Adult Services Volunteer - Book Group Host