CITY OF FARMINGTON
VOLUNTEER SERVICE DESCRIPTION

<table>
<thead>
<tr>
<th>Title</th>
<th>Library Adult Services Volunteer Programs Assistant</th>
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<tbody>
<tr>
<td>Pay Class</td>
<td>Volunteer – Unpaid</td>
</tr>
<tr>
<td>Commitment</td>
<td>Minimum 6 month; 3-4 hours per month;</td>
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<tr>
<td>Number of positions</td>
<td>3</td>
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</tbody>
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<thead>
<tr>
<th>Department/Division</th>
<th>Library</th>
<th>Latest Review Date</th>
<th>3/2013</th>
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<tbody>
<tr>
<td>Personnel Review</td>
<td></td>
<td>Department Review</td>
<td>K. McPheeters</td>
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**Job Duties:**

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

- Assists library staff in setting up program space.
- Gathers items to display and distribute to program participants.
- Distributes drawing tickets, bottled water, etc., as directed.
- Hands out and collects customer satisfaction surveys.
- Notes number of attendees to report to library staff for statistics.
- Assists library staff in cleaning up program space following program.
- Removes remaining posters, fliers, and other promotional materials; counts and reports to library staff.
- Following the initial training period, volunteer may 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 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.

We are an Equal Opportunity Employer, M/F.