

VOLUNTEER POSITION DESCRIPTION

JOB TITLE: Library Helper

PRINCIPAL DUTIES and/or RESPONSIBILITIES:

- Assist with program preparation and/or facilitation
- Help children with crafts
- Assist staff with everyday functions of the library
- Complete other tasks as needed

SKILLS NEEDED:

- Excellent reading skills
- Ability to communicate with children and adults
- Strong customer service skills
- Ability to focus on tasks

LOCATION:

- High Prairie Library
- Library 21c
- Monument Library
- Penrose Library
- Rockrimmon Library
- Ruth Holley Library
- Sand Creek Library

TRAINING:

- Will be provided on site as necessary

TIME COMMITMENT:

- Attend programs as needed
- Specific schedule to be arranged with library

REPORTS TO:

- Branch Staff (varies by location)

PHYSICAL DEMANDS

- Ability to stand for extended periods on a daily basis
- Ability to lift and carry objects up to 50lbs

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is

subject to review and change at any time in accordance with the needs of the Pikes Peak Library District. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

VOLUNTEER ACKNOWLEDGEMENT

I have read and understand this position description.

Volunteer Signature

Date

Supervisor Signature

Date

If you require an accommodation to complete your application, please contact Young Adult Services at (719) 531-6333 ext 6087.

For Library Use Only:

Volunteer Placed By _____

Date Placed _____

Location _____

HR/2019-20