



City of Neenah

Position Description

Position:	Library Volunteer – Volunteen	Department:	Library
Reporting Supervisor:	Youth Services Manager	Date:	February 2024

PURPOSE OF POSITION:

The purpose of this position is to help prepare materials for Youth Department programs. The work is performed under the supervision of the Youth Services Manager.

DUTIES AND RESPONSIBILITIES:

- Assist with Youth events.
- Use supplies such as scissors, paint, construction paper, markers, etc. to prepare materials for programs.
- Create materials for program use and advertising.
- Follow direction from Youth Department staff.
- Clean up after the task is complete.

TRAINING AND EXPERIENCE NEEDED TO PERFORM JOB FUNCTIONS:

- Ability to convey a positive, friendly attitude. Good communication skills. Commitment to scheduled time and promptness. Good time management and organizational skills. Takes initiative and is self-motivated. Attention to detail. Creative and artistic skills a plus. Ages 12-18.

MENTAL AND PHYSICAL ABILITIES NEEDED TO PERFORM JOB FUNCTIONS:

- Ability to communicate clearly with library personnel and other volunteers.
- Ability to work independently.
- Respond promptly to and communicate clearly in email.
- Ability to exert moderate physical effort, which may involve sitting, standing, walking, lifting, carrying, bending, twisting, turning, pushing, pulling, reaching, climbing, balancing, kneeling, and crouching.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, and tasks.

ENVIRONMENTAL ADAPTABILITY:

- Ability to work under conditions which require exposure to adverse environmental factors such as dust. This exposure may cause some discomfort.

TIME COMMITMENT:

- 1-3 hours per month

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in the job description sheet.