

The City of Neenah Position Description

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| Position Title: | Library Volunteer – Program Attendant | Department: | Adult Services Department, Library |
| Date: | October 2013 | Reports To: | Assistant Director |

Purpose of Position

The purpose of this position is to serve as a library ambassador at our adult programming, including being friendly and welcoming, facilitating programs, and being responsible for set up and clean up. The work is performed under the supervision of the Assistant Director.

Duties and Responsibilities

The following duties are normal for this position. Other duties may be assigned.

- Set up and move needed furniture, such as tables and chairs.
- Arrange refreshments before and during the program.
- Facilitate events (welcome guests, introduce presenters and performers, assist with equipment needs.)
- Clean up after the program.

Additional Responsibilities

- Reports behavior in violation of library policies or the law.
- Refers issues to the Adult or Youth Service Desks.

Training and Experience Needed to Perform Job Functions

Ability to convey a positive, friendly attitude. Work congenially with staff, patrons, and other volunteers. Good communication skills. Commitment to scheduled time and promptness. Willingness to learn to use programming equipment.

Physical and Mental Abilities Needed to Perform Job Functions

Language Ability and Interpersonal Communication

- Ability to communicate clearly with library personnel, other volunteers, and the general public.
- Ability to work independently.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill.
- 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

3-6 hours a month, with a possibility of some weekends and evenings.