

The City of Neenah Position Description

Position Title:	Library Volunteer – Program Preparation	Department:	Youth Services Department, Library
Date:	October 2013	Reports To:	Youth Services Manager

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

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

- Use supplies such as scissors, paint, construction paper, markers, etc. to prepare materials programs.
- Compile resources for program use and advertisement.
- Follow direction from youth department staff.
- Clean up after 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 organization skills. Takes initiative. Attention to detail. Creative and artistic skills a plus.

Physical and Mental Abilities Needed to Perform Job Functions

Language Ability and Interpersonal Communication

- Ability to communicate clearly with library personnel and other volunteers.
- 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

4-8 hours a month; flexible schedule available.