

Date Established: May 12, 2020  
Date Revised: None  
Date of Last Title Change: None  
Department: Library System

**GENERAL PURPOSE:**

Library Volunteer – Leads assist the library staff in the efficient running of the Humboldt County Library System, help the staff deliver outstanding customer service to our patrons, and help train and assist new Library Volunteers.

**DISTINGUISHING CHARACTERISTICS:**

The Library Volunteer – Lead position is distinguished from the Library Volunteer position in that the lead position helps with volunteer training and keeping volunteers on task. Volunteers work under the general supervision of the staff Volunteer Coordinator. All library staff and the Library Director also supervise the volunteers as the need arises.

**SUPERVISION EXERCISED:**

Helping keep Library Volunteers on task.

**ESSENTIAL FUNCTIONS:** (Performance of these functions is the reason the volunteer position exists. Assigned job tasks/duties are not limited to the essential functions).

1. Shelving Books
2. Collecting the book drops
3. Pulling requested books for other libraries
4. Helping with story hours and summer reading programs
5. Research projects as assigned
6. Copying materials
7. Assisting with Training Library Volunteers
8. Helping keep Library Volunteers on task
9. Other duties as assigned

**QUALIFICATIONS FOR VOLUNTEER ELIGIBILITY:**

- Volunteers must be at least 13 years of age and able to perform the duties listed above
- Minors must have parent's permission to volunteer with the library
- All volunteers must complete a volunteer application and successfully complete a background check
- Volunteers should be self-motivated and quickly adapt to new assignments
- Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing (exceptions can be made to this requirement with the approval of the Library Director).

***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by a volunteer to successfully perform the essential functions of the job assignment.

While performing the duties of this volunteer position, the volunteer is frequently required to walk, sit, and talk or hear. The volunteer may be 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 climb or balance; stoop, kneel, crouch, or crawl. The volunteer must occasionally lift and/or move up to 25 pounds and stretch or bend.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; dealing with uncooperative, upset individuals in the office and in the field.

This job assignment has been approved by all pertinent levels of management:

05/26/2020  
Date

Abel del Real-Nava  
Human Resources Director's (Printed)

  
Human Resources Director's Signature

Volunteer's signature below constitutes volunteer's understanding of the requirements, essential functions and duties of the job assignment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer's Name (Printed)

\_\_\_\_\_  
Volunteer's Signature