

**KENTON COUNTY PUBLIC LIBRARY**  
**Position Description**  
**Erlanger Book Care Volunteer**

**Responsible to:** Head of Adult Services (Erlanger Location)

**Job Responsibilities:**

- Cleaning & dusting books
- Cleaning magazine covers
- Cleaning & dusting book shelves
- Sorting magazines

**Time Required:**

Varied

This may be an ongoing volunteer position, or may be used for a shorter term school/class/scholarship community service project.

**Length of Commitment:**

Flexible

**Training Provided:**

Minimal training is required and will be provided by Adult Services staff.

**Qualifications, Special Skills Required and Restrictions:**

- 13 years of age or older
- Ability to handle books with care
- Physical flexibility and ability to grip objects with hands, stooping, bending, possibly kneeling and sitting on or low to the ground. Also, possible carrying of materials, but weight would be light.

**ACKNOWLEDGEMENT**

I have read this position description and fully understand the requirements set forth therein. I hereby accept the volunteer position of \_\_\_\_\_ and agree to perform the identified essential functions in a manner in accordance with Kenton County Public Library's established procedures.

I understand that my assignment is an unpaid volunteer position and thereby understand that my assignment may be discontinued either by the organization or myself, and such discontinuation can be made with or without notice.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

