

**KENTON COUNTY PUBLIC LIBRARY**  
**Position Description**  
**Library Experience Volunteer**

**Responsible to:**

Volunteer Coordinator or staff member as designated.

**Job responsibilities:**

This position will allow the volunteer to gain insight into library work and/or is suited to a volunteer who enjoys doing a variety of tasks. For example, a shift might include some of the following:

- Performing various collection maintenance tasks
- Looking for missing or misfiled books and other items
- Removing stickers from books
- Shelf reading materials or “adopting” an area of the collection to keep neat and in order
- Helping staff at library programs
- Assisting patrons with basic computer and printing questions
- Aiding staff during introductory computer classes
- Other projects as assigned

**Time required:**

Volunteers are asked to volunteer at least one day per week. Typical shifts are two to four hours, depending on the availability of the volunteer and needs of the Library. Volunteers are primarily needed between 10:00 a.m. to 5:00 p.m. Monday through Friday, but some evening and weekend hours may be available.

**Length of Commitment:** This position is designed with the long-term volunteer in mind. We prefer a commitment of at least three months of service.

**Training provided:**

Library staff will provide training

**Qualifications, special skills required and restrictions:**

- Volunteers must be 18 years of age or older.
- Volunteers must have basic computer skills
- Ability to provide patient and friendly service to the public
- Ability to abide by the policies of the Kenton County Public Library
- Ability to follow instructions

**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 Name** (please print)

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date