

KENTON COUNTY PUBLIC LIBRARY
Position Description
Covington Branch Adult Programs - Volunteer

Responsible to:

Staff member in charge of program

Job responsibilities:

The volunteer will assist with medium to larger size programs such as holiday related events, Story Telling Festival, special musical or arts programs, cooking classes and educational community events. The responsibilities for this position will vary from day to day. These tasks may include, but are not limited to assisting with:

- pre-program preparation, setup, and post program clean-up
- program facilitation
- special projects as needed

Time required:

The schedule for this position will vary based on program needs. Most Covington adult programs are scheduled during daytime hours on weekends with occasional week nights.

Length of Commitment:

Flexible

Training Provided:

As needed

Qualifications, special skills required and restrictions:

- Ability to provide friendly service to the public
- Ability to abide by the policies of the Kenton County Public Library
- Must be age 16 or older (school based community service hours permitted)

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 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