

KENTON COUNTY PUBLIC LIBRARY
Position Description
Covington Talking Books Volunteer Assistant

Responsible to:

Talking Books Supervisor

Job Responsibilities:

Talking Books is a National Program for the blind and physically handicapped to provide books on tape. The library is the host site serving eight counties in Northern Kentucky.

Responsibilities may include:

- Reading the book shelves to maintain proper order
- Filing
- Light clerical duties
- Assisting with occasional special projects
- Data entry (not required)

Time Required:

2-4 hour shifts. Volunteer schedule is flexible: from once a month up to twice a week.

Length of Commitment:

Flexible

Training Provided:

Training provided by Talking Books staff.

Qualifications, Special Skills Required and Restrictions:

- Must be 18 years of age or older.
- Basic filing and alphabetization skills
- Basic computer and data entry skills a plus, but not required

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

