

KENTON COUNTY PUBLIC LIBRARY
Position Description
Erlanger Branch Special Projects Volunteer

Responsible to: Supervisor in charge of special project

Job Responsibilities:

Occasionally, the library needs assistance with special projects. The scope of duties may cover a broad range of activities, from clerical work to jobs involving more physical stamina.

Responsibilities may include, but are not limited to:

- Filing
- Data entry
- Sorting, stapling, assembling papers or other items
- Using copying machine
- Checking shelves for books or other materials
- Book care

Time Required:

Varied, based on scope of project

Length of Commitment:

Varied, based on scope of project

Training Provided:

As needed by department in charge of special project.

Qualifications, Special Skills Required and Restrictions:

Skills needed will vary based on the type of project, but may include:

- Ability to provide friendly service to the public
- Ability to abide by the policies of the Kenton County Public Library
- Basic computer and data entry skills a plus, but not required
- Basic filing and alphabetization skills
- Physical ability to bend, kneel, and stoop
- Ability to see a project through to completion
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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