

**KENTON COUNTY PUBLIC LIBRARY**  
**Position Description**  
**Covington Branch Computer Volunteer**

**Responsible to:** Coordinator of Department to which assigned

**Job Responsibilities:** The responsibilities for this position may vary from day to day. These tasks may include, but are not limited to assisting with:

- Assisting patrons with computer sign-in, issuing guest passes as necessary
- Extending patrons' computer time, if needed
- Assisting patrons with printing
- Cleaning computer monitors and keyboards
- Straightening and cleaning computer areas as necessary
- Assisting with computer programs

**Time Required:**

2-4 hour shifts. Hours are flexible, but preferred hours are between 3 and 8pm; 6:30 to 8:30 for computer classes; Saturdays & Sundays.

**Length of Commitment:**

Flexible

**Training Provided:**

Minimal training is required and will be provided by appropriate staff.

**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
- Basic computer skills
- Physical ability to bend, kneel, and stoop
- Must be age 16 or older

**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