

**Brockville Public Library
Position Description**

Schedule D
Volunteer Policy VOL - 14

POSITION TITLE: Library Volunteer

REPORTS TO: Chief Executive Officer

SUPERVISOR: **Community Development Coordinator**

SUBORDINATE POSITIONS: Volunteers

POSITION SUMMARY

Brockville Public Library welcomes individuals who want to give freely of their valuable time and talents to the community by assisting with the provision of public library services. Volunteers are recognized as contributors to the achievement of the strategic objectives of the Library.

RESPONSIBILITIES

Assist library staff with tasks which include, but are not limited to, the following:

- Children and adult programming
- Homebound Outreach
- Circulation clerical duties
- Collection maintenance (shelving, inventory, shelf-reading)
- General housekeeping (tidying, dusting, cleaning computer stations)
- Gardening
- Recycling
- Advertising support (folding flyers and flyer distribution)
- Special events
- Fundraising activities

Volunteers will be selected in accordance with Board policy under the supervision of the Community Development Coordinator and with the approval of the CEO.

Task assignments are based on the interests and qualifications of the volunteers as ascertained from the application and screening process. Training for task assignments is provided. Facility, emergency, AODA customer service training and health and safety orientation are mandatory.

SCHEDULE: To be arranged in consideration of task requirements and personal availability. Volunteers are responsible for letting their supervisor know if they are unavailable for their scheduled shift. The Library appreciates a minimum of 6 hours advance notice of absence.

CONTACTS: Community Development Coordinator; 613-342-3936; brandy@brockvillelibrary.ca
You may also contact your assigned task supervisor
Questions, comments, concerns may be directed to any employee

WORKING CONDITIONS

1. General office working conditions
2. Position requires lifting – 15lbs

revised July 2012