Position Description
Volunteer

Name: _______________________________________________________________

Phone Contacts: _________________________________________________________

Mail Address: ___________________________________________________________

Summary of Volunteer Job: ________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Supervisor: ____________________________________________________________

Specific Responsibilities and Duties: _______________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Volunteer Expectations

* To Be given guidance and direction
* To Be given opportunity, when possible, for a variety of experiences
* To Be kept informed and listened to by staff
* To Be provided orientation, training, support, supervision, and evaluation
* To Be treated with respect and appreciation
* To Be trusted and respected by staff and co-workers
* To Have a clear understanding of the duties and responsibilities
* To Have volunteer time spent wisely
* To Know as much as possible and be kept informed
  about the library’s policies, people, and programs
* To Have proper working conditions
* To Receive continuing education for the volunteer position
* To Receive prompt response and feedback
Volunteer Responsibilities

* To Be open and honest regarding intent, goals, and skills
* To Accept only realistic assignments and have a clear understanding of the volunteer position
* To Carry Out duties promptly and reliably
* To Cooperate with the staff and accept the guidance and direction of the Volunteer Supervisor
* To Understand the function of the paid staff, maintain a smooth working relationship with them, and stay within the bounds of volunteer responsibility
* To Participate in any training required by the library
* To Discuss satisfactions, dissatisfactions, or any other concerns with the Volunteer Supervisor so that they may be resolved
* To Be Punctual and to notify the Volunteer Supervisor of any absences as far in advance as possible
* To Keep Track of your volunteer time on your Volunteer Time Log
* To Wear a Badge that identifies you as a volunteer
* To Be alert, sober, and drug free while volunteering

Volunteer Exclusions

* Should Not check out/in books and materials
* Should Not answer the library phone

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Signature          Date