



# Position Description **Volunteer**

**NAME:** \_\_\_\_\_

**PHONE CONTACTS:** \_\_\_\_\_

**MAIL ADDRESS:** \_\_\_\_\_

**SUMMARY OF VOLUNTEER JOB:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_

**SPECIFIC RESPONSIBILITIES AND DUTIES:** \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **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*

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*Date*