

**ALLEN COUNTY PUBLIC LIBRARY
VOLUNTEER POSITION DESCRIPTION**

AGENCY: Waynedale Branch Library

REPORTS TO: Branch Manager or
Assistant Manager

POSITION TITLE: Branch CD Specialist **DATE:** March 2008

POSITION SUMMARY:

Assist Waynedale Branch staff and all Branches with the cleaning of CD's.

MAIN DUTIES:

Under Leadership of Waynedale Branch staff:

1. Review the CD visually.
2. Clean CD.
3. Date and Package CD for return to the branch.
4. Other duties assigned by Manager or Assistant Manager.

Training will be provided by Waynedale Branch staff.

COMMITMENT: Weekly commitment during regular library hours; schedule to be determined between volunteer and staff.

INTERRELATIONSHIPS: Regular and routine contact with Waynedale Branch staff, occasional contact with patrons: children and adults.

WORK ENVIRONMENT: Regular library setting; friendly atmosphere; may be busy at times. Some tasks may be performed in a workroom setting. Some tasks may require working alone; others require working with other volunteers and staff.

PHYSICAL/SPECIAL REQUIREMENTS: Must be able to tolerate sitting, standing, walking, and bending. Must be comfortable working alone. Must be able to lift 10 pounds. Must be able to take direction. Must be able to give attention to detail. Must have general clerical skills. Must enjoy tasks which may be routine and repetitive. Must have successfully completed criminal history check. Must have successfully completed procedures for volunteer involvement at ACPL.

Approved: _____ Waynedale Branch Manager

Date: _____

Approved: _____ Volunteer Services Manager

Date: _____