



VOLUNTEER SERVICE DESCRIPTION

CITY OF FARMINGTON



TITLE: PUBLIC COMPUTER CLASS AMBASSADOR **PAY CLASS:** VOLUNTEER-UNPAID
COMMITMENT: MINIMUM 6 MONTH; 6 HOURS PER MONTH
NUMBER OF POSITIONS: 2
DEPARTMENT/DIVISION: LIBRARY

IMPACT

The City of Farmington's Mayor's Volunteer Program (MVP) provides a wide range of opportunity for volunteers to contribute their knowledge, talent, and energy toward improving the quality of life in our community. MVP recognizes volunteers as instrumental partners in strengthening our community's bond and works to cultivate and model the generosity of spirit, time, and resources to further volunteer engagement and its stakeholders toward community participation.

JOB DUTIES

ESSENTIAL DUTIES: Reports to and works under the supervision of the Computer Support Supervisor.

Assists the library computer lab technician/supervisor during computer classes.

Helps to keep students up to pace in the class.

Responsible for assisting patrons with basic use of library's public computers.

Uses basic knowledge of computers, Microsoft Windows, Microsoft Office, and the World Wide Web to carry out volunteer duties.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City's Drug- and Alcohol-Free Workplace Program.

Completes Volunteer Candidate Application online and interview.

Background check is required.

Attends orientation and training.

Ability to establish and maintain working relationships with co-workers, supervisors, and other city personnel and the public.

Responsible for reporting volunteer hours.

Must have basic knowledge of computers, and programs like Microsoft Windows, Office 2007, and the World Wide Web.

Comprehensive understanding of library procedures, which may be attained through on the job training.

Knowledge of basic mathematical functions such as addition, subtraction, multiplication, etc.

Ability to learn and sufficiently operate the library's computers in order to assist patrons with the on-line catalog, electronic databases, the Internet, and other computer applications.

Ability to communicate courteously and effectively with the public on all age levels, abilities, and cultural backgrounds.

Ability to follow verbal and or written instructions.

Ability to work under stress and handle stressful situations.

TOOLS AND EQUIPMENT USED:

All volunteers under the age of 18 are prohibited by state law from working with equipment.

Ability to operate tools and equipment listed: Library computer system, Personal computer, Printer.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by a volunteer to perform the essential functions of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer is frequently required to walk, stand, talk and hear. The volunteer is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The volunteer is occasionally required to climb, balance, stand, stoop, kneel, crouch, or crawl.

The volunteer must occasionally lift and/or move up to 25 pounds. The volunteer will occasionally push fully-loaded book carts requiring up to 25 pounds of force. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet.
