

TOWN OF NIVERVILLE

POSITION TITLE:	LIBRARY VOLUNTEER
REPORTS TO:	DIRECTOR OF RECREATION & WELLNESS
JOB TYPE:	PART-TIME 5 -10 hours per week

POSITION SUMMARY

The Library Volunteer will be the first point of contact for visitors to the space. They will be responsible for managing the database, preparing the space, facilitating access to information and resources, and supporting visitors.

Responsibilities include:

- Meet and greet visitors to the library space
- Sourcing books for public use
- Maintain a catalog of available books
- Preparing library space during open hours
- Ensuring material is appropriate and in good condition
- Maintaining general cleanliness of the space
- Assist members with electronic materials (tablets, etc.)

Skills:

Positive outgoing personality with experience helping and addressing members or the community within the Town guidelines.

Self-motivated individual and team player, who can act independently and with others to implement policies and directives of the Director of Recreation & Wellness or CAO.

Child abuse registry and criminal record with vulnerable sector checks must be completed before starting and will be maintained throughout the term.

Strong attention to detail.

Planning & Organizing – can quickly identify what is important, establish priorities, and create work sequences to meet deadlines.

Innovation & Creativity – develops new insights into situations and applies different and novel solutions to make improvements with services, methods, systems, and ideas.

Customer service – demonstrates concern for meeting internal and external needs in a manner that provides satisfaction within the resources that can be made available.

Communication skills (oral) – demonstrates the ability to speak thoughts and express ideas effectively.

Communication skills (written) – demonstrates the ability to express ideas, thoughts, and concepts clearly in writing.

Problem-solving – identifies problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goals.

Collaboration – works cooperatively with others, inside and outside the organization, to accomplish the objectives, build and maintain mutually beneficial relationships, leverage information, and achieve results.