



Volunteer Job Description

General Description

Library volunteers are citizens who provide services to the library on an unpaid basis.

The Library Volunteer assists in the organization and upkeep of the Didsbury Library. Volunteers enrich Library services and do not replace paid employees.

Volunteers primarily report to the Volunteer Coordinator, with additional supervision by the Library Manager.

Qualifications

- Library experience, or an interest in learning
- Organizational skills
- Ability to work well with others, accept supervision, and remain flexible.
- Ability to work independently
- Adult volunteers that will be working with vulnerable sectors will be required to have a Police Information Check (i.e. outreach services and/or programming). Costs incurred can be covered by the Library upon request
- Volunteers must be at least 13 years of age

Duties and Responsibilities

- Keeping Library and materials neat and tidy
- Gathering of requested materials
- Reshelve returned materials to their proper locations
- Craft preparation
- Outreach service
- Other related duties as required

Expected Commitment

- Volunteers are expected to perform their duties on a scheduled, punctual and reliable basis. When unable to meet their commitments, volunteers need to inform their supervisor as far in advance as possible so that alternate arrangements can be made.
- Volunteers are required to dress appropriately for the tasks they are undertaking.
- For safety reasons, open toed shoes are unacceptable.

Training

- Attend volunteer orientation and training sessions
- Additional Library training as required



Didsbury Municipal Library

PO Box 10, Didsbury, A.B., T0M 0W0
didsburylibrary@prl.ab.ca
403.335.3142 <http://dml.prl.ab.ca>

Physical Requirements

We want to make sure our volunteers are safe and able to perform specific tasks. Therefore we will need to know of any medical or physical conditions that may restrict the ability to perform certain tasks. The physical requirements of the position will be adjusted to accommodate the needs of the volunteer.

- Able to lift, carry or move library materials weighing 5 -10 kg on a regular basis, with occasional lifting of items up to 30 kg
- Able to reach a range of shelves between 5 cm and 200 cm above floor level
- Able to tolerate exposure to dust

WCB Coverage

All volunteers are workers under the provision of Section 14(5) of the Workers' Compensation Act. Be advised that if injured in a work related accident, you can claim workers' compensation benefits and cannot sue the Library, the employer, or any other employer or worker covered under the Workers' Compensation Act.

Length of Volunteer Position

Generally volunteer appointments are ongoing and the time commitment is flexible. Please speak with the Volunteer Coordinator regarding any schedule adjustments.

Recognition

The Annual General Meeting of the Board serves to present annual reports and recognize volunteers.