
RETIRED & SENIOR VOLUNTEER PROGRAM

Serving Schuyler & Yates Counties

(607) 535-7105, (cell) 315-694-1081, (fax) 607-535-6813

Volunteer Job Description

Attachment C

Date of Request: Rev June 2009

Agency/Organization: Penn Yan Public Library
Agency/Organization Address: 214 Main Street, Penn Yan NY
Contact Person: Sandra Hullings
Phone: 315-536-6114

Job Title: Library Senior Clerk / Administrative Assistant

Duties and Tasks: Shelf reading and dusting: Hours flexible: Keeping the books in order is a critical job. Books which are not in their proper spot are impossible to find when needed. By reading, dusting and straightening the shelves this volunteer helps keep the library functioning and looking neat and attractive.

Skills Required: Good organizational skills, willingness and ability to work unsupervised after training. Supervisor available for questions or assistance.

Volunteers will be working with: Children Elderly Disabled or Not Applicable
(check all that apply)

Number of Volunteers Needed: 1 or 2

Car required for job itself? Yes No **Comments:** Not an authorized driving assignment

Training to be Provided: Orientation and training provided by library staff
(please describe)

Start Date and End Date: On - Going

Times/Days Needed: Days between 9-5 (1-2 hours at a time)

Volunteer Supervisor: Sandy Hullings
(Person the volunteer will report to if different from the "contact" person.)

Work Site: _____
(If different from organization's main address)

Other Information: 3/31/06 -Per the station survey, volunteers do not work on recurring basis, unsupervised with vulnerable populations

OFFICE USE ONLY:
(Check all that apply) Type(s) of Screening Required: Criminal MVR None