

**CITY OF SARATOGA SPRINGS
JOB DESCRIPTION**

JOB TITLE: Library Service Project

DEPARTMENT: Library

STATUS: one-time, 2-10 hours must be scheduled with the library 72 hours in advance

JOB DESCRIPTION APPROVAL DATE: February 2, 2015 **SALARY RANGE:** Volunteer

SUPERVISOR: Library Clerks, if available
 Library Director

GENERAL PURPOSE

The Library Service Project volunteers are one time volunteers, who under the direction of the Library Clerks perform entry-level work for the City of Saratoga Springs Library.

SUPERVISION RECEIVED

Library Clerks

SUPERVISION EXERCISED

None

SPECIFIC DUTIES

- Performs general maintenance and janitorial duties, such as dusting and vacuuming
- Does shelf reading to assure materials are in proper order
- Specific duties agreed upon prior to project date
- Performs other duties as assigned by supervisor

Note: This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

JOB QUALIFICATIONS

- Minimum age requirement 8 years, adult supervisor required for volunteers under 12 years

- Ability to understand and follow oral and written instructions in English
- Ability to learn routine library procedures

EDUCATION AND EXPERIENCE

Nothing Required

PHYSICAL DEMANDS

- Typically sit at a desk, on the floor or at a table
- Carry up to 15 lbs. of books across the library
- Stand for a long periods of time in one area
- Bend and stretch to reach high and low shelves
- Some projects require the use of fine motor skills and excellent vision.

APPLICATION PROCESS

Interested candidates should contact the Saratoga Springs Public Library at (801) 766-6513 or MGrygla@saratogaspringscity.com. All Library service projects must be scheduled 72 hours in advance.