

# Community of Christ

## NEW POSITION DESCRIPTION FORM

WCHRC APPROVAL DATE:		WMCT APPROVAL DATE:	
<b>POSITION TITLE: Library Volunteer</b>		<b>Grade:</b>	<b>(determined by HRM)</b>
<b>CLASSIFICATION</b>	<input type="checkbox"/> Staff Assistant	<input type="checkbox"/> Staff Executive	<input type="checkbox"/> Executive Minister*
	<input type="checkbox"/> Field Appointee	<input type="checkbox"/> Field Specialist	<input checked="" type="checkbox"/> Volunteer
			<input type="checkbox"/> Other
New Position:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Person Replaced:
Support Team: Volunteer Resource Ministries		Supervisor: Shelley Ruhlman	
Team (s): Library Services		Team Leader (s): Sue McDonald	
POSITION SUMMARY: To assist with public services in the Temple Library.			
Work Experience:	<input checked="" type="checkbox"/> 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs
			<input type="checkbox"/> 5+ yrs
Formal Education:	<input checked="" type="checkbox"/> HS or GED	<input type="checkbox"/> 14+ yrs	<input type="checkbox"/> 16 yrs
			<input type="checkbox"/> 17+ yrs
<p>Qualifications Include:</p> <ol style="list-style-type: none"> <li>1. Customer (patron) service focused</li> <li>2. Computer or typing skills desired but not mandatory</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>10.</li> <li>11.</li> <li>12.</li> </ol>			
<p>Key Competencies (list 5-8 of the most important competencies for this position):</p> <ol style="list-style-type: none"> <li>1. Customer focus</li> <li>2. Approachability</li> <li>3. Organizational agility</li> <li>4. Priority setting</li> <li>5. Time management</li> <li>6. Technical learning</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>10.</li> <li>11.</li> <li>12.</li> </ol>			
<p>Primary Responsibilities Include (list the most important duties and responsibilities):</p> <ol style="list-style-type: none"> <li>1. Works with library team to assist with (may pick and choose):</li> <li>2. Assist with library patrons</li> <li>3. Answer reference questions</li> <li>4. Assist with cataloging problems</li> <li>5. Check in and or route periodicals</li> <li>6. Re-shelve books</li> <li>7. Filing</li> <li>8. Collect money for copy machine or book sales</li> <li>9. Cover books</li> <li>10. Typing on computer or typewriter</li> <li>11. Attaching barcodes to books and cards</li> <li>12. Indexing</li> </ol>			

Organizational Relationships (list the title and number of persons or projects this position supervises/coordinates): The day-to-day supervision, training and direction is provided by the team leader. The overall staffing support, policies, general training, recognition, etc. is provided by Volunteer Resource Ministries.

Additional Comments:

Prepared By: Sue McDonald

Date: May 14, 2007

Reviewed By: Shelley Ruhlman

Date: May 14, 2007

Approved by (WMCT Member):

Date:

\*(Position must meet the church's requirements to be classified as an executive minister.)