

## HMCPL Volunteer Job Description

Position Title: Administrative Assistant

Branch: Main Library, 915 Monroe St

Department: Volunteer Office, Administration

Supervisor: Staff & Volunteer Coordinator

Length of Commitment: 6 Months

Time Involvement: Flexible

Position Summary: General clerical work

Essential Functions of the Job: Cooperates as a team member to help fulfill the Library's Mission Statement: "To enrich the educational, recreational, and cultural life of our community through materials, information, and programs that foster a life long love of learning."

Major Responsibilities: Maintains files and makes copies. Assembles training/information packets, mailings, and notebooks. Enters data into Excel, Access and web databases.

Qualifications:

High school degree or equivalent. Digital literacy skills including word and data processing skills. Alphanumeric filing skills. Ability to organize. Attentive to detail. Good interpersonal and critical thinking skills.

Dress Code: Any time that you are at the Library in a volunteer capacity, you must wear your volunteer badge. It can get chilly in the library, so you might want to bring along a light jacket or sweater. Appropriate clothing choices include khakis, jeans (in good repair), collared shirts, unprinted t-shirts and comfortable shoes. Inappropriate clothing choices include athletic shorts, mini-skirts, short shorts, super low-rise jeans, halter tops, tank tops, muscle shirts or screen printed t-shirts.

Working Environment: The work environment involves everyday risks or discomforts which require normal safety precautions typical of office environments.

Physical Demands: Work is essentially sedentary which requires sitting at a computer for extended periods of time. While performing this job, the volunteer may also be required to stand, walk, reach with hands or arms, climb or balance, stoop, talk and hear. Must possess the vision required to read printed materials and a computer screen. The employee in this position may be required to lift and/or carry items and materials generally not exceeding 20 pounds, which includes shelving, carrying and retrieving books and materials from shelves and storage locations. Must possess the ability to hear and speak with the library staff both in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer.