**JOB DESCRIPTION**

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| *Job Title:* | LibraryKeeping Volunteer |
| *Reports to: Position:* | Manager of Patron Services |
| *Location:* | Marion Public Library |
| *Start Date: Date:* |  |
| *Team Option:* | Yes |

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| **Job Summary** |
| The Marion Public Library is proud to offer its patrons a clean and tidy space to spend their time. With MPL being one of the busiest libraries in the state, it can be a struggle to keep our library clean. This job may include tasks such as sanitizing toys and surfaces in the children’s department, general tidying up of public spaces, light dusting of fixtures and shelves, and cleaning of interior glass surfaces. If you want to help keep the library clean and tidy, this job is for you. This job offers a flexible schedule and the option of putting together a group to volunteer with you.  Flex schedule, flex team |

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| **This position is for you, if…** |
| * You enjoy cleanliness and tidiness * You enjoy working independently, or as a team * You enjoy some interaction with patrons (directions and wayfinding etc.) * You want a flexible schedule * You enjoy starting and finishing quick tasks * You enjoy being active * You love your Marion Public Library! |

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| **Knowledge and Skills** |
| * Patience, flexibility, and curiosity * Ability to work with minimum supervision * Attention to detail * Ability to work both independently and with others * Ability to keep confidential all program attendees and all patron, stakeholder, and donor information learned while volunteering confidential |

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| **Essential Functions & Physical Abilities** |
| * Ability to sit or stand for long periods of time * Ability to bend, stoop, reach, stand, push, pull as required * Physical agility, strength, and dexterity necessary for handling library materials, including but not limited to retrieving, shelving, lifting, and moving library materials * Ability to lift up/push to 35 pounds * Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions. |

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| **What you will be trained on-** |
| * Orientation and the Library Bill of Rights * Confidentiality Training |

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| **Required Background Checks** |
| * Sex Offender Registry * General Background Check |