**JOB DESCRIPTION**

**Logo, company name

Description automatically generated**

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| *Job Title:* | Program Assistant Volunteer |
| *Reports to: Position:* | Volunteer Coordinator |
| *Location:* | Marion Public Library |
| *Start Date: Date:* |  |
| *Team*  *Option:* | N/A |

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| **Job Summary** |
| With so many dynamic programs that the Marion Public Library (MPL) offers, the MPL needs your help with program preparation and set up, assisting with program monitoring, assisting patrons during programs, or assisting with clean up. Programs may be in the library or at one of our many outreach programs. With this job, you will have the opportunity to participate in the behind-the-scenes works of the library as well as working with the programming staff. This position is great for someone who wants to be involved with patrons of all ages. |

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| **This position is for you, if…** |
| * You enjoy working independently as well as with others * You would like to learn more about library operations * You would like some interaction with patrons (program assistance, directions, and wayfinding etc.) * You want to work with our programming staff * You love to organize * You don’t mind messes * You enjoy being on your feet * You feel comfortable using a computer * You feel comfortable asking for help * You love your Marion Public Library! |

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

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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** |
| * Confidentiality Training * Relevant library policy (i.e. Programming Policy) |

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