

VOLUNTEER JOB TITLE:

Library Book Peddler

VOLUNTEER REPORTS TO:

Adult Services Manager

TIME COMMITMENT REQUIRED:

2 to 4 hours per ride

PURPOSE OF VOLUNTEER JOB:

Targeting nontraditional library users on established routes and city events with the goal of increasing the community's awareness and use of library services and programs.

DUTIES AND RESPONSIBILITIES:

- Demonstrated skill in communicating verbally with the public in a professional manner.
- Demonstrated skill in the operation of computers for check-out of materials, opening new patron accounts, and promotion of library services and programs.
- Excellent working knowledge of what the Carnegie-Stout Public Library does and has to offer.

SKILLS/ABILITIES/QUALIFICATIONS REQUIRED:

- Creativity, ingenuity, and inventiveness in the performance of assigned tasks.
- Understands library services, programs, and the role of the public library in the community.
- Technologically proficient with mobile devices
- Excellent time management and organizational skills
- Ability to operate the computerized library catalog; check materials in and out
- Ability to relate to, work pleasantly and communicate effectively with co-workers and the public
- Ability to treat information with confidentiality
- Ability to work independently, without close direct supervision, to remain focused, and to be self-motivated
- Ability to follow oral and written instructions
- Ability to gather statistical information at bike stops
- Knowledge of Dubuque streets
- Basic bicycle operation and safety
- Requires the ability to operate a bicycle library for up to five hours. The bicycle has a pedal assist and weighs 90# with a library collection weight of up to 200#. The route may include streets with up to a 10% grade. Ability to lift 50 pounds

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