

# VOLUNTEER JOB DESCRIPTION

## *Holds Hunter*

**Department:** Volunteer Services

**Supervisor:** Volunteer Coordinator, *Jessica Link*

### **The reason we need you.**

People come to the Library in search of something – knowledge, entertainment, education, resources. It's our job to provide them with the materials they seek. You have the power to help them on their journey of discovery!

Utilizing the daily "holds" list provided by staff, you will search our shelves in pursuit of that special book/movie/CD. Your work will make you an expert on the layout of the Library, the location of its vast resources, and the hottest ticket items in the Library today. You will be fulfilling the dreams of the young reader, the classic film aficionado, the hungry bookworm, or the desperate home-repair novice. Your gift of time will brighten someone's day when they discover that their treasure has finally arrived!

### **You might be the right volunteer if...**

- You have an explorer's heart and love a good treasure hunt.
- You enjoy working independently and can stay focused on the task at hand.
- Giving up isn't something you do easily.
  - There are times when what you are looking for isn't right where you expect it to be. It takes an extra step to track down that elusive CD on display elsewhere this month.
  - You are also willing to ask for help when you've reached a dead-end.
- You like to be on your feet. You feel good moving, reaching, bending, pushing a cart, and lifting light loads.
- You are comfortable working in a public space and interacting with all kinds of people.
  - You are happy to provide general answers ("The bathroom is that-a-way") or refer a patron to the right staff resource.
- You get great satisfaction out of starting a project, crossing things off your list, and putting a bow on it at the end.

### **This job will allow you to:**

- Become knowledgeable about the Library facility and its many resources.
- Learn about the behind the scenes work that goes into the Library. You'll get a backstage pass to the sorter room to see our work in action!
- Keep active and moving.
- Put your skills as an independent thinker to work.
- Start and finish a rewarding task in a few short hours.
- Visit with patrons while you're out on the floor hunting down the requested materials.
- Assist patrons from behind the scenes by working with the Library materials they love.
- Get to know the Library staff for the excellent, friendly resource that they are.
- Provide a valuable resource to the Library in saving time for our staff to dedicate to larger, more complex projects that benefit the community.
- Give back to your community through volunteer service.

### **What you bring to the table:**

- Your intellectual energy and willingness to learn something new every day.
- A positive, “can-do” attitude that has you excited to walk in the Library’s door and get started.
- Ability to read, write, follow written and verbal instructions, and document your process.
- Ability to walk, bend, reach, squat, lift and carry up to 20 lbs., and push a cart up to 60 lbs.

### **Your time commitment.**

- Weekly two-hour commitment for a minimum of 3 months. We’ll work out a regularly scheduled day and time that works best for both parties.
- Opportunities are available: Monday-Friday at 8am or 2pm; Saturday at 8:30am or 2pm; Sunday at 12:30pm.
- Attend an initial Library orientation – 2 hours.
- Attend a training session specific to your duties – 2.5 hours.
- Receive on-going training and support – as requested/needed.
- No required end date – stay as long as you like!

### **We are guided by our principles.**

- Intellectual Freedom: We are committed to the free and open exchange of ideas. We facilitate your access to information free of judgment.
- Privacy: We protect your information and your right to privacy.
- Equity: Our Library is for everyone. You are welcome here.

### **What makes the Cedar Rapids Public Library special?**

The Cedar Rapids Public Library’s vision is to connect people to information, experiences, and services that enhance their quality of life so our community can learn, enjoy, and thrive. We are a beacon of literacy to all who seek knowledge and understanding. We are compassionate navigators to the information, resources, and entertainment you seek. We are your Library.

The CRPL Volunteer Program develops exceptional volunteer opportunities to support and enrich the Library through community engagement. Our vision is a collaborative environment that encourages community members to work towards an outstanding Library experience.