



# VOLUNTEER POSITION DESCRIPTION FORM

(To be completed by Department)

JOB TITLE: Program Assistant DEPARTMENT: Library

DESCRIPTION OF POSITION RESPONSIBILITIES: (Describe all position duties, use additional sheets if necessary)

Individual will share skills and/or hobbies with other library patrons through structured and/or informal instruction.

Position will require background check.

1. Check the frequency of activity required of the volunteer to perform the position.

ACTIVITY	NEVER	OCCASIONALLY	FREQUENTLY	CONSTANTLY	Lifting/Carrying				
					ACTIVITY	NEVER	OCCASIONALLY	FREQUENTLY	CONSTANTLY
Per Day	0 HOURS	0-3 HOURS	3-6 HOURS	6-8+ HOURS	Per Day	0 HOURS	0-3 HOURS	3-6 HOURS	6-8+ HOURS
Sitting			X		1-10 lbs			X	
Walking			X		11-20 lbs		X		
Standing			X		21-50lbs				
Bending					51-75lbs				
Squatting					76-100 lbs				
Climbing					100 > lbs				
Kneeling									
Crawling									
Twisting									
Pushing & Pulling									
Reaching									

2. Other skills or abilities:

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