

## DRIVE-UP WINDOW VOLUNTEER POSITION DESCRIPTION

**Volunteer Title:** Drive-up Window

**Location:** Glendale Public Library – Foothills Branch

**Desired Time Commitment:** 3 hours/week

**Volunteer Training:** On the job

**Reports To:** Volunteer Coordinator & Designated Branch Staff

The duties listed below are intended only as general illustrations of the various types of volunteer services that may be performed. Volunteers will not receive compensation for the services performed. Volunteer position descriptions are subject to change by the department as the needs of the department and requirements of the volunteer position change.

### **Volunteer Position Description:**

To serve customer needs at the drive-up window and assist library staff with circulation duties.

### **Duties may involve activities such as:**

- Check in and out materials
- Inform patrons regarding library services, policies and procedures
- Organize library carts
- Check library card applications
- Perform mending tasks
- Aid circulation staff
- Perform other duties as assigned

### **Helpful Skills for the Volunteer Role:**

- Ability to use computer terminal
- Ability to professionally interact with patrons
- Ability to follow instructions
- Ability to work independently
- Ability to work well with others
- Attention to detail
- Physical ability to bend, stand, lift and push heavy book carts

### **Volunteer Environment:**

- Require standing for extended periods
- Interaction with the general public is a regular occurrence

**More information & To Apply:** [glendaleazlibrary.com](http://glendaleazlibrary.com)

Glendale Public Library  
623.930.3600  
5959 W Brown St  
Glendale, AZ 85302  
[www.glendaleazlibrary.com](http://www.glendaleazlibrary.com)