

Allegany County Library System

Position Description

Position: Branch Volunteer- Facilities Aide

Hours vary by branch. Minimum requirement is typically 2 hours a week.

Locations: Various library locations – Frostburg, Georges Creek, LaVale, South Cumberland, Washington Street and Westernport

Reporting Relationship: This Position reports to the Branch Service Leader

Summary:

Performs a variety of duties related to the assisting with the daily operations, maintenance, and upkeep of a facility, including tasks like cleaning, groundskeeping, minor repairs, and providing administrative support

Essential Functions:

- Ensuring the facility is clean, organized, and safe.
- Setting up and tearing down meeting rooms or event spaces.
- Maintaining and cleaning common areas, restrooms, and other designated spaces.
- Collecting and disposing of trash and recycling.
- Performing routine maintenance tasks, such as replacing light bulbs, cleaning windows, and making minor repairs.
- Ground maintenance, including mowing lawns and removing snow.

Standard Functions:

- Is dependable and punctual
- Records volunteer hours
- Maintains a positive, friendly and cooperative attitude
- Upholds all library policies and procedures of the Allegany County Library System
- Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Ability to complete repetitive tasks with complete accuracy;

- Ability to work independently and dependably to complete routine tasks;

Minimum Qualifications

13 years of age with the ability to read, write and understand instructions.

Physical and Environmental Conditions of Work

Significant standing, walking, carrying, bending, reaching and handling, pushing and pulling. Requires physical agility and strength to bend, reach, lift, and carry (up to 25 lbs) over 60% of the time; and extensive use of a computer terminal. Ability to work with limited supervision. Ability to maintain composure in a work environment serving the public.

Signed by:

Employee

Date

Immediate Supervisor

Date

Allegany County Library Systems reserves the right to terminate the volunteering assignment at any time with or without cause or notice.