

DAYTON METRO LIBRARY VOLUNTEER OPPORTUNITY

OPPORTUNITY TITLE: Library Mascot

DEPT: Volunteer Services Public
Services Administration

REPORTS TO: Volunteer Services Manager
External Relations and Development Director

DATE: 5/2017

BASIC FUNCTION: This volunteer opportunity is responsible representing the Dayton Metro Library during library programs and special community events as the Library Mascot.

ESSENTIAL DUTIES:

1. Performs at designated Special Events in the Library Mascot Costume.
2. Greets public in costume and in character at Library programs and special community events. Adds entertainment to the Library program/event experience.
3. Performs the Mascot's signature moves at Library programs and special community events.
4. Abides by Dayton Metro Library's safety guidelines during Library programs and special community events.
5. Interacts with patrons in friendly, engaging, spirited, and enthusiastic way. Initiates spontaneous crowd interactions during events.
6. Supports the Library Mascot Handler in greeting and engaging the patrons.

COMPETENCIES: To successfully serve as a volunteer Library Mascot, an individual should demonstrate the following competencies.

Attendance/Punctuality: Demonstrates reliability by regularly arriving to volunteer assignment work on time and by taking breaks in expected time frames. Requires occasional extended and/or irregular hours including nights, weekends, and holidays.

Customer Service: Strives to maintain positive internal and external customer service relationships. Represents the library professionally when dealing with staff, managers, vendors, contractors, colleagues and members of the public.

Diversity: Treats others with respect and consideration regardless of their cultural background, status, lifestyle choices, or position. Exhibits objectivity and openness to others views.

Initiative: Prioritizes and plans assigned activities. Uses time efficiently. Asks for and offers help when needed. Informs supervisor of problems or concerns.

Organizational Support /Ethics: Demonstrates support for ALA's Code of Ethics and DML's Material Selection Policy. Follows Library policies and procedures; meets requirements stated in the Volunteer Handbook.

Safety and Security: Observes safety and security procedures. Reports potentially unsafe conditions. Uses equipment and materials properly.

Teamwork: Demonstrates team behavior and willingness to promote a team oriented environment. Exhibits cooperative attitude while working on all job tasks and willingly assists others.

Performs other duties as assigned.

QUALIFICATIONS:

Communication Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to speak effectively when addressing individuals and apply active listening skills. Ability to communicate effectively when dealing with staff and patrons.

Education and experience: Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

Physical Requirements: Ability to periodically bend, lift, reach, turn, hold, and use keyboard. Ability to constantly walk, stand, and move during event to interact with and entertain event attendees. Specific vision abilities required by this job include close vision and distance vision. Ability to speak and hear required. While performing, volunteer will constantly in be in costume and performing required signature moves. Mascot performs both indoors and outdoors; requires occasional work in excessive heat or cold. The noise level in the work environment is usually moderate to loud to during events and minimal during non-events. Ability to meet the limitations of the Mascot costume by being 5'1" – 5'10" tall and weigh up to 195 pounds.

Technical Skills: Ability to use computer equipment to view volunteer schedule and to log volunteer hours.

*To perform this volunteer opportunity successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job.