

DAYTON METRO LIBRARY VOLUNTEER OPPORTUNITY

OPPORTUNITY TITLE: Senior Voices Volunteer Interviewer **DEPT:** Volunteer Services
Public Services Administration

REPORTS TO: Volunteer Services Manager **DATE:** 5/2017
Voices Project Liaison

BASIC FUNCTION: This volunteer opportunity is responsible for conducting interviews with older adults to preserve Dayton Local History in partnership with Dayton Metro Library, Rebuilding Together Dayton, and WYSO organizations.

ESSENTIAL DUTIES:

1. Attends training sessions with Volunteer Services Manager, Voices Project Liaison, and WYSO staff.
2. Schedules interviews with older adults at residents home, Lobby Stop locations, and at various Library locations in conjunction with Volunteer Services Manager, Voices Project Liaison, Older Adult Services Librarian, Rebuilding Together Dayton staff, and WYSO staff.
3. Conducts peer to peer interviews with older adults in residence home, Lobby Stop locations, and at various Library branch locations to preserve local history using WYSO equipment.
4. Ensures that all safety guidelines are met when using recording equipment. Completes waiver forms from the Dayton Metro Library and Rebuilding Together Dayton.
5. Reports damaged or malfunctioning equipment to the Volunteer Services Manager and/or Voices Project Liaison.
6. Assists Special Collections Division and WYSO staff in uploading interviews to the Dayton Remembers digital database.
7. Performs other duties as assigned.

COMPETENCIES: To successfully serve as a Senior Voices Volunteer Interviewer, an individual should demonstrate the following competencies.

Attendance/Punctuality: Demonstrates reliability by regularly arriving to volunteer assignment on time and by taking breaks in expected time frames.

Customer Service: Strives to maintain positive internal and external customer service relationships. Represents the Library and other partnerships professionally when dealing with staff, managers, vendors, contractors, 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. 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 when conducting interviews. Ability to communicate effectively when dealing with staff, patrons, and community partners. Previous public speaking skills and radio reading experience is preferred.

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

Equipment, Tools and Materials: Ability to use computer equipment and sound recording equipment required.

Physical Requirements: Ability to periodically bend, lift, reach, turn, hold, carry, grasp, walk, stand, and use keyboard. Specific vision abilities required by this opportunity. Ability to speak and hear required.

Technical Skills: Ability to use computer equipment to view volunteer schedule and to log volunteer hours. Ability to use equipment to record older adult interviews. Prior editing experience is preferred.

*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.