

DAYTON METRO LIBRARY VOLUNTEER OPPORTUNITY

OPPORTUNITY TITLE: Meal Program Helper

DEPT: Volunteer Services

REPORTS TO: Volunteer Services Manager
Location Manager

DATE: 9/2024

BASIC FUNCTION: This volunteer opportunity is responsible for providing assistance to Library staff in conducting the Meal Program in conjunction with Dayton Public Schools or Children’s Hunger Alliance.

ESSENTIAL DUTIES:

1. Supports Library staff in Meal Program preparation.
2. Assists with set-up and clean-up of program room, supplies, and other materials.
3. Distributes food to participants.
4. Helps to maintain an organized and calm environment during program. Assists with spills and vacuuming needs that may occur during the program.
5. Greets individuals as they arrive for the program.
6. Counts attendees for statistical and registration purposes.
7. Refers patrons to Library staff as needed.
8. Performs other volunteer duties as assigned.

COMPETENCIES: To successfully serve as a Meal Program Helper volunteer, an individual should demonstrate the following competencies.

Adaptability/Innovation: Welcomes and adjusts to changing situations, conditions, and work responsibilities. Develops and implements resourceful ideas that provide positive solutions to all types of workplace challenges.

Communication: Connects with others, both verbally and via written means, to effectively provide thoughtful, timely, and accurate information across all organizational levels and with all appropriate people in a professional manner.

Customer Service: Proactively, effectively, and pleasantly meets the needs of both internal and external library customers in a manner that is culturally-responsive with a high-degree of emotional intelligence. Prioritizes service to patrons above all other tasks.

Dependability/Accountability: Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight.

Intercultural: The ability to effectively interact across and within multiple dimensions of diversity, cultures, and experiences simultaneously, while embracing and understanding the impact of intersectional identities.

This includes the process of active listening, learning, and reflecting to develop knowledge, skills, attitudes, and commitments to engage across diverse groups in open, effective, and socially responsible ways.

Organizational Support: Understands and supports the library's mission, vision, culture, and structure and demonstrates a comprehensive understanding of the library's policies and procedures. Supports everyone's efforts to succeed. Works effectively as part of a team.

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

Equipment, Tools and Materials: Ability to use computer equipment and standard office 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 job include close vision and distance vision. Ability to speak and hear required.

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.