

Loutit District Library

Job Description

Job title: Volunteer AV Repair Aide

This position reports to: Library Assistant I – AV Services

Job Summary:

This volunteer assists the Library by maintaining CDs and DVDs in good repair so they can continue to be enjoyed by patrons.

Primary Job Functions:

1. Clean soiled discs and cases.
2. Repair scratches by running discs through the disc repair system.
3. Replace damaged cases.
4. Checks in and shelves repaired items.

Knowledge, Skills, and Abilities:

1. Meticulous attention to detail and pride in good workmanship.
2. Ability to operate disc repair equipment following training and to work with cleaning solution.
3. Must possess patience and fine muscle skills.

Requirements:

1. Must be at least 18 years old.
2. Stooping, bending, and reaching overhead.

Working Conditions:

- 1. Climate-controlled building.
- 2. Fast-paced library setting with distractions.

Reporting Relationship:

- 1. Reports to the Library Assistant I – AV Services. In the absence of that person, reports to the Assistant Director. In the absence of the Assistant Director, reports to the Library Director. In absence of the Library Director, reports to a Librarian. In absence of a Librarian reports to the Library Assistant II in charge.

The above is intended to describe the primary and secondary job functions and the requirements for the performance of this job. This job description is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements.

Approving this job description:

Library Director Date approved Date reviewed

District Library Board Date approved Date reviewed