**Volunteer Job Description**

<table>
<thead>
<tr>
<th><strong>Title:</strong> Facilities Volunteer</th>
<th><strong>Status:</strong> Volunteer</th>
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<tbody>
<tr>
<td><strong>Reports To:</strong> Facilities Department Staff</td>
<td><strong>Time Commitment:</strong> Mainly be available between 6 am – 12 pm and 6 pm – 9 pm</td>
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<td><strong>Length of Commitment:</strong> none</td>
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**Position Summary:**

This volunteer assists the Library by maintaining interior and exterior facilities and special projects.

**Minimum Qualifications:**

- Ability to clean
- Ability to do garden and yard work
- Ability to work with paint

**Responsibilities**

1. Cleaning of the library building and grounds: sweeping, vacuuming, dusting, cleaning furniture, washing windows, mopping floors, collecting trash, cleaning restrooms, and other light cleaning assignments
2. Gardening and yard work: weeding, mulching, watering plants and trees, picking up trash, washing sidewalks, porches and parking lot, washing exterior windows and other light exterior cleaning
3. Painting: touch up painting interior and exterior, painting of library shelving and displays

**Additional Information**

*Training Provided:* Library orientation and training for specific cleaning and gardening tasks

*Termination:* Failure to carry out assigned responsibilities can result in termination

**Benefits of Volunteering**

- Provide a much-needed service to the library and its customers by ensuring the building and grounds are in excellent condition
- Gain experience with gardening and cleaning tasks
- Gain experience painting

Clearances: Not Required

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Contact:

Nicholas Macri  
Community Relations Coordinator  
Bosler Memorial Library  
(717) 243-4642 x3224  
[mailto:nmacri@ccpa.net](mailto:nmacri@ccpa.net)