

DAYTON METRO LIBRARY VOLUNTEER OPPORTUNITY

OPPORTUNITY TITLE: Library Mascot

DEPT: Volunteer Services

REPORTS TO: Volunteer Services Manager
Director of External
Relations and Development

DATE: 6/2021

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

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.

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. 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.

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; 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" – 5'8" tall and weigh up to 185 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.