

Library and Visitor Center Assistant Volunteer Information

Position Description:

Tasks (primary tasks in bold lettering):

- **Create a filing/storage plan for re-organizing library materials.**
- **Enter all library materials into approved cataloguing system, re-label materials, and return them to designated storage areas according to new filing plan.**
- **Process new materials to prepare them for inclusion in library collections.**
- Reserve, circulate, renew, and discharge books and other materials.
- Provide assistance to library users by locating materials.
- Train other staff and volunteers in library use and maintenance.
- **Staff an information desk at a visitor center during busy times, or when other staff are unavailable. Answer questions for and provide directions to visitors.**

Knowledge needed:

- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Computers — Knowledge of computer hardware and software, including applications and programming.
- English Language — Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills needed:

- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Speaking — Talking to others to convey information effectively.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Service Orientation — Actively looking for ways to help people.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Abilities needed:

- Speech Recognition — The ability to identify and understand the speech of another person.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Housing Description:

Housing available includes a three bedroom house, two bunkhouses with two bedrooms and bunkbeds, and a Panabode with two bedrooms. Housing is organized for the greatest functional convenience of the residents. It may be arranged so that genders are separated either by room or by building. When possible, residents are given their own room; but as space becomes filled, rooms must be shared. Kitchens are always shared and are fully equipped with pots/pans, dishes, etc. Shared laundry machines are provided. Sheets, blankets, and pillows are also provided. The bunkhouses have televisions and extensive paperback libraries.

The bunkhouses and Panabode are within the USFWS compound, within a few minutes' walk of the main office, the airport, a small grocery store, the bank, and several restaurants. The house is one mile away, in a neighborhood of government workers, and has a garage converted to a workout room. The post office is two miles from the USFWS compound, one mile from the house; and the receptionist makes a run to the post office 5 afternoons a week, bringing mail back to the office for distribution.

Work and Living Conditions:

The intern will be expected to work 40 hours per week. The work will initially take place in the King Salmon Visitor Center, where a partial uniform will be required: volunteer shirt and vest. These items will be supplied. Other clothing worn should be office-casual. Once the library in the KSVC is completed, work will shift to the library in the USFWS office building, where no uniform is needed.

Life in King Salmon is remote in many ways. Cell phones from outside the area will not work, with the exception of GCI. Some businesses offer wireless internet access. Access to the internet from government computers is permitted (within defined parameters) after work hours. Personal computers may **not** be hooked up to the government system. Use of government telephones for personal use is permitted with a calling card. It is advisable to have two different kinds of calling card, in case one fails to function.

Government vehicles may be made available on occasion, with permission. Some bicycles may be available. The village of Naknek is 15 miles from King Salmon, and has a larger grocery store, a public library, a health clinic, a swimming pool, and assorted shops and restaurants.

Outdoor activities are the primary draw for residents of and visitors to King Salmon. Angling is outstanding. Hiking is difficult, often crossing boggy, tussock tundra; but there are a few areas of higher ground, reachable by car, ATV, or bicycle. Kayaking and boating are possible on the rivers and in Naknek Lake and the Bering Sea. Many locals have airplanes.

Insects can be distressingly abundant. A head net is a good thing to keep handy. Summer can often be wet and cloudy. Good raingear is important. If planning to spend time outdoors, bring clothing made of wool or silk (the safest for flying) or of artificial fibers (like acrylic or nylon), and do NOT bring cotton. Once cotton gets wet, it chills the body, and temperatures here are seldom warm.