

Homebound Book Driver

Person will deliver materials to patrons every three weeks.

Duties and Responsibilities

Will arrange bags in vehicle, and have addresses and maps to locations. Make sure labels are clearly written and accurate. In the case of apartment/condo buildings, many have different apartment #s from #s to buzz for entry on the intercom.

You will ring door of home, apartment or drop off at nursing home and deposit new bag(s) and pick up any bag(s) to be returned.

May assist in making phone calls to remind patrons of delivery date and time.

In the case of nursing homes, you may have to get the name of the activity director and go through them. They may sometimes be the one to contact the patients and collect their books, etc.

Qualifications & Requirements

Attention to detail.

Good communicator.

Friendly and empathetic towards seniors.

Some physical requirements. May include: going up stairs; ability to carry a bag of books.

Must be at least 19 years old

Supervision

The Senior Services Librarian is responsible for administrative supervision of the volunteer. The Volunteer/SALS Specialist is responsible for the training and direct supervision of the volunteer.

Orientation and Training

General library orientation tour

Community Engagement tour and introduction to staff.

Review of objectives and goals for the department.

Detailed procedural training session

Schedule

Flexible but items must be delivered in a timely manner and according to pre-planning.