

VOLUNTEER JOB TITLE:

Community Outreach Services Assistant (18 years or older)

VOLUNTEER REPORTS TO:

Administrative Assistant, Administration

TIME COMMITMENT REQUIRED:

Approximately 4 hours a month

PURPOSE OF VOLUNTEER JOB:

Delivery library materials to various waiting rooms in the community for people to read and take with them

DUTIES & RESPONSIBILITIES:

- Selects materials for delivery and prepare with labels and stickers
- Manages the accounts for each business or organization
- Communicates with existing or new businesses and organizations by phone, email, or US mail
- Recruits new businesses and organizations to participate in the program
- Delivers materials to various businesses and organizations in Dubuque

SKILLS/ABILITIES/QUALIFICATIONS REQUIRED:

- Ability to speak and understand English
- Ability to work congenially with staff, the public, other volunteers and convey a positive, friendly attitude
- Ability to provide dependable transportation to deliver materials.
- Ability to maintain vehicle insurance
- Ability to understand and follow written and verbal instructions, policies, and procedures
- Ability to receive instruction from library staff and the cooperation to abide by library policies
- Ability to lift and carry tote bags full of books weighing approximately 20 lbs. each
- Maintain confidentiality in dealing with patron information

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