

**VOLUNTEER JOB TITLE:**

Homebound Outreach Services Assistant (18 years or older)

**VOLUNTEER REPORTS TO:**

Circulation Manager

**TIME COMMITMENT REQUIRED:**

Flexible and to be determined by the number of homebound patrons signed up to serve

**PURPOSE OF VOLUNTEER JOB:**

Provide library materials to people who are homebound and unable to come into the library to check out materials

**DUTIES AND RESPONSIBILITIES:**

(This job also has an associated policy and an application for the homebound patron)

- Select books for patron based on interests
- Deliver materials
- When picking up materials and bringing new materials, discuss satisfaction with selected titles that are being returned to assist in future selection

**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 work with empathy with people who are homebound for a variety of reasons
- Ability to provide dependable transportation to deliver materials and maintain insurance coverage on vehicle
- 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
- Maintain confidentiality in dealing with patron information

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

- Ability to lift and carry tote bags full of books weighing up to 20 lbs.

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