

Camrose Public Library

Outreach Delivery

Volunteer Position Description

Position Overview and Impact: This position will open up a homebound patron's world. The Outreach Delivery volunteer will provide vital links of friendship and service to local Camrose residents that are homebound and unable to utilize the library facility, by delivering books to their homes on a monthly basis.

Key Responsibilities:

1. Volunteer will arrange a delivery schedule based on convenience of both patrons' and volunteer's schedule. Visits are usually scheduled once a month, but can be more often if desired.
2. Volunteers should try to visit for at least 15 minutes with each patron to learn about the books the patrons enjoy and other topics of interest.
3. Volunteers need to keep track of checked out materials and ensure that all library materials are returned by due dates.
4. Volunteers will help with an annual program evaluation to help assist services. This will involve interviewing the patrons they work with and gathering information to improve the service offering.
5. Volunteers use their personal vehicles to pick up the books from the library and to make the deliveries. Volunteers return all materials to Camrose Public Library.

Qualifications:

- Desire to help the library and the community of Camrose.
- Ideal volunteer will have good customer service and communication skills, patience, enthusiasm for working with others, and be willing and able to follow directions.
- Able to commit to and keep scheduled hours.
- Willingness and compassion for working with library patrons that come from diverse backgrounds and various walks of life.
- Experience being a mentor and/or skills working with disabled or vulnerable populations is highly desirable.

Staff Volunteer Contact:

Training and Support Provided: An orientation to the Camrose Public Library will be given by library staff, covering library resources and policies. The library will provide ongoing support and access to staff as needed for problem-solving.

Time Commitment: 4 - 6 hours per month

Length of Commitment: 12 months requested

Benefits of Volunteering:

- Chance to meet new people and help others.
- Learn about the workings of a Library and the opportunity to develop working relationships with library staff.
- The library staff would be happy to write letters of recommendation for exceptional volunteer service.

Requirements:

All volunteers are required to submit a volunteer application. After receiving your application, there will be a volunteer orientation. If your application is successful, a criminal record and vulnerable persons check will be required. Please note, this position may not be available at all times.

Contact Person: