



Outreach Volunteer

Job Description

Location: Port Angeles Main Library or Sequim Branch

Department: Outreach

About the position: The Outreach Program delivers books and library materials to individuals who are homebound. Volunteers deliver and pick up library materials, communicate with library staff and homebound patrons, and may select books for patrons, after training.

Volunteer duties include but are not limited to:

- Maintain communication with Outreach Program staff
- Reliably follow agreed upon delivery schedule
- Contact Outreach patrons prior to delivery
- Pick up and return delivery materials at library
- Use own vehicle to deliver library materials to homebound individuals
- Maintain record of volunteer hours worked and submit to Volunteer Coordinator monthly

Qualifications:

- If using vehicle for deliveries, must be a licensed driver with insurance and have personal vehicle available for use.
- Must be able to lift 10-12 pounds at one time.
- Ability to work with a diverse population, including older adults and individuals with physical and/or mental disabilities
- Ability to work independently
- Ability to follow instructions and complete tasks
- Ability to identify safety needs and risks

Time Involvement: Minimum 6 month commitment. At least 2 hours/month.

Training Provided: NOLS volunteer Orientation. Training in selecting books for patrons, if this task is part of assignment.