



VOLUNTEER POSITION DESCRIPTION

POSITION: Home Service Delivery Assistant
LIBRARY DEPARTMENT: Public Services

I. SUMMARY

Under the supervision of the Community Engagement Coordinator, pick up and deliver requested library material to homebound customers on a regular basis. Act as a representative of the library; relay customer requests to the Community Engagement Team. Volunteers in this role are expected respect patron privacy, confidentiality, and wellbeing.

II. SKILLS NEEDED

Primary duties and responsibilities:

1. Enjoy working with the elderly
2. Familiarity with getting around Geneva and/or ability to use a GPS.
3. Ability to carry bags/boxes of books weighing up to 25 pounds.

III. QUALIFICATIONS FOR POSITION

- This volunteer position requires availability between 9 a.m. to 5 p.m., weekdays, with the ability to commit to routine schedule.
- Annual proof of valid driver's license is required
- Access to reliable transportation is required
- Annual proof of auto insurance is required.
- You must be 18 years old or over.
- Consent to a background check is required for this position.