**Homebound Volunteer Position Description**

**Purpose of Position**: To deliver library materials to people who are physically unable to visit our library branches due to age, illness, or injury.

**Qualifications and Skills:**

* 18+ years old
* Valid Driver’s License
* Access to reliable transportation (Must have appropriate insurance coverage for use of a personal vehicle)
* Can physically carry library materials up to 15 pounds
* Is reliable, trustworthy, and committed to being professional and courteous
* Basic computer and literacy skills
* A Police Information Check is required (Lethbridge Public Library will provide volunteers with a letter on confirmation, reducing the fee for the PIC to $10.00)

**Training and Orientation:**

* Participate in the Homebound Volunteer Orientation (which covers volunteer expectations, health and safety procedures, and documentation management)
* Work with Volunteer Manager to review the Volunteer Handbook

**Responsibilities:**

* Utilize the online library catalogue to request library materials on behalf of the Homebound patron and maintain material lists and other documentation as needed
* Choose appropriate items for the Homebound patron(s) based on their interests
* Check out library material on behalf of the patron and deliver it to them at a set date/time
* Return library materials back to the library when they are due back
* Ensure the homebound patron’s library account is kept in good standing (renewing each year and alerting library staff to any outstanding issues)

**Location:** Various locations (dependant on volunteer’s preferred library branch and the location of homebound patrons)

**Time Commitment:** 2 hours every 3-4 weeks

**Evaluation:** Will review annually

**Staff Contact:** Tenaya Benson

