

JOB TITLE: Homebound Delivery Volunteer

DEPARTMENT: Adult Services

GENERAL STATEMENT:

With the direction of the Readers' Services staff, the homebound delivery volunteer is responsible for delivery and pickup of books and other library materials to patrons receiving homebound service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Picks up, loads into personal vehicle, and delivers bags of library materials to specified patrons at their homes.
2. Collects and returns to library any materials to be returned.
3. Keeps accurate records and communicates to library staff what tasks have been completed.

TOOLS/EQUIPMENT USED:

Personal vehicle and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer is frequently required to drive, walk, talk, and hear; to lift and carry up to 25 pounds and to transport/move up to 100 pounds of library materials from one location to another. Specific vision abilities required by this job include far vision and the ability to adjust focus.

MINIMUM QUALIFICATIONS

1. Valid driver's license and use of a personal vehicle.
2. Available to work 3 to 4 hours at the same day and time every other week.
3. Able to meet the physical requirements of the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Friendly, helpful demeanor.
2. Ability to work independently.
3. Knowledge of the Des Plaines area or ability to follow map directions.