

# Waterloo Public Library Volunteer Service Description

POSITION	POSTING DATE	CLOSING DATE
Visiting Library Service Seniors Residence		

**Location:** Waterloo Public Library - Main

**Contact Person:** Sandra Wright

**Phone Number:** 519-886-1310 ext. 119

**E-Mail Address:** swright@wpl.ca

**Responsibilities:**

- Select and sign out books from the library
- Deliver books to local nursing home
- Exchange books with residents (collect returns and sign out new items.)
- Perform record keeping activities associated with the exchange of the books
- Return all material to the Library
- Serve as a liaison between library staff and retirement home staff and residents.

**Qualifications:**

- Appreciation of books and familiarity with a library
- Understanding of seniors and their changing needs due to age and health
- Ability to commit to an established book exchange schedule
- Computer literacy and skills to navigate electronic checkout procedures

**Physical demands:**

- Some lifting and carrying of library materials as part of delivery and return activities.
- Bending and stretching while selecting books
- Some eyestrain associated with record-keeping

**Benefits of this volunteer experience:**

- You will be assisting several seniors who are unable to visit the Library independently
- It's a way to make new contacts within the community
- You can share your love of books with others

**Supervision & Training:**

Provided by Outreach staff, on-going support as needed by other library staff as well

**Time commitment:** 2-3 hours per month

**Probation period:** 3 months

**Police Check required:** yes **XXXXXX** no

**References required**