



Position Title: Visiting Library Service Volunteer
Retirement and Long Term Care Homes

Supervisor: Outreach Services Staff
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Position Duties and Responsibilities:

- Select a variety of materials to satisfy resident needs at retirement and long term care facilities
- Check out, pack and transport a large volume of material to care facilities
- Serve as a liaison between library staff and retirement home staff and residents
- Responsible for checkout and return of items that residents borrow
- Place reserves for items that residents wish to read

Position Requirements:

- Good oral and written communication skills in English to communicate with library staff, seniors and staff at care facilities
- Computer skills are required
- Familiarity with Google Docs and Chromebooks would be an asset
- Ability to work responsibly, independently, consistently and accurately, with minimal supervision while at care facilities
- Follow direction from Outreach Services staff to satisfy the changing needs of residents at care facilities
- Commit to a scheduled daytime monthly visit at care facilities for at least one year
- Physical ability to carry heavy bags of books to and from vehicles and care facilities.
- Physical ability to bend, kneel while selecting items
- Familiarity with the Dewey Decimal system an asset
- Vulnerable Sector Police Check required
- References are required

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