

# Outreach Department Homebound Volunteer Task Description

<b>Task</b>	Pick-up and deliver library materials to Homebound Patrons
<b>When does the task have to be done?</b>	1 time per month
<b>What day and time?</b>	Usually on the first Tuesday or Thursday of the month. Mornings or early afternoons are preferred.
<b>How often does it need to be done?</b>	12 times per year.
<b>Where does it need to be done?</b>	Main Library, transported to individual's homes.
<b>Approximately how much time is involved?</b>	2-3 hours per month.
<b>What skills are required?</b>	Must be able to drive own car and be able to lift and carry library bags when making deliveries.
<b>Personality traits needed?</b>	Must be trustworthy. Have good social and verbal communication skills.
<b>How many people are needed?</b>	3 individuals or couples.
<b>Who will train, supervise and evaluate the volunteer?</b>	Barb Millard.
<b>Equipment used</b>	Personal vehicle.
<b>Comments</b>	A criminal background check and review of drivers record is required for this position.

**Detailed description of task:**

Arrive at the Outreach Department on designated day of delivery.  
 Pick up prepared bags of library materials for approximately 7 to 10 patrons.  
 Drive to patron's homes and take the bag(s) of materials to their door.  
 Exchange this month's bag for the previous month's collection.  
 Return to the library once all stops have been made.  
 Take returned materials to the Homebound Desk.  
 Record in the volunteer log the date, time in, time out, the number of patrons you served, and the time it took to deliver.