

Position Description: Home Delivery Volunteer

Volunteer Opportunity: Home Delivery Service

Overview: Volunteers assist La Crosse city residents who are temporarily or permanently unable to come to the library because of illness, disability, or other factors by selecting, delivering and/or returning materials.

Responsibilities:

1. Select and check out materials appropriate for patron (staff assistance is available)
2. Contact patron and arrange a convenient time for delivery of materials
3. Return materials to the Library in a timely manner
4. Maintain contact with Volunteer Coordinator and refer special client requests

Qualifications:

1. A desire to interact with and help homebound community members who are in need. **Currently modified due to COVID-19 to remote (phone / email) communication and contactless delivery.**
2. Ability to lift and carry bags to deliver materials
3. Possess a valid driver's license, car insurance and have access to reliable transportation

Training:

1. General orientation to the La Crosse Public Library
2. Skills necessary to locate materials on the Public Access Catalog
3. Skills necessary to place holds for customers and to keep accurate records.

Time Commitment: Approximately 3 hours per month. Schedule is flexible, depending on volunteer and client availability.

Reports to: Heather Miller, Volunteer Coordinator