

VOLUNTEER JOB DESCRIPTION	
JOB TITLE:	HOME LIBRARY SERVICE VOLUNTEER ASSISTANT - UNSUPERVISED
REPORTS TO:	Information Staff
SUMMARY	
Under the direction of a designated supervisor, provides courier service from the library to a designated person(s).	
RESPONSIBILITIES:	
<ol style="list-style-type: none"> 1. Deliver library material to citizens living within a library's catchment area. 2. Collect library material from the appropriate staff as scheduled and deliver the package to the homebound person to whom it is addressed. 3. Return library material that the customer no longer needs. 4. Provide an evaluation of the service after three visits. 5. Wear a Vaughan Public Libraries' volunteer identification badge on each visit. 6. Report any concern to library staff. 7. Volunteers who are unable to perform their duties should notify the appropriate staff as soon as possible. 8. Support the <i>Mission, Vision and Values</i> of Vaughan Public Libraries. 9. Responsible for following Health & Safety policies and procedures. 10. Record hours worked and tasks accomplished if required for community service placements. 11. Other duties as assigned. 	
QUALIFICATIONS	
<ul style="list-style-type: none"> • Have access to a fully reliable and insured vehicle. • Must be 18+ • Be physically able to deliver library material. • Be of a patient, kind, courteous, and optimistic disposition. • Must be dependable, honest and punctual. • Ability to communicate courteously and effectively. • Have empathy to those who are physically or mentally challenged. • Obtain and submit a valid Police Vulnerable Sector Check prior to participating in the program. 	
TIME COMMITMENT	
<ul style="list-style-type: none"> • Volunteers must commit to a minimum of six consecutive months. 	
APPLICATION PROCESS	
<ul style="list-style-type: none"> • Volunteers must complete and submit a volunteer application form. • Volunteers must submit 2 character references and successfully complete an interview. 	
TRAINING	
<ul style="list-style-type: none"> • Volunteers must attend an orientation/training session prior to participating in the program. 	
BENEFITS	
<ul style="list-style-type: none"> • Volunteer will experience the satisfaction of helping someone in need and help to further VPL's commitment to "Collaborate with the community to ensure that library services meet the needs of Vaughan citizens." 	