

## VOLUNTEER POSITION DESCRIPTION

### Worthington Libraries

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Title: **Homebound Service Volunteer**

Location: Old Worthington Library (820 High St.)

#### ABOUT THIS POSITION:

Library materials are available to community members who cannot travel due to illness or disability. With volunteer assistance, the Homebound Service Associate selects library materials based on patrons' preferences and makes monthly deliveries to patrons at their care facilities or private homes.

#### RESPONSIBILITIES:

Volunteers deliver materials to one or more patrons monthly on a regularly scheduled day, and retrieve materials from the previous month's delivery for return to the library. Volunteers may also assist with materials selection for homebound patrons, materials processing, and paperwork. Volunteers perform additional duties and assignments as requested.

#### POSITION REQUIRES:

- Ability to maintain confidentiality
- Ability to respond appropriately to patrons, including those who may be disabled or elderly, while establishing a good rapport
- Own transportation and proof of automobile insurance
- Ability to work independently

**SPECIAL REQUIREMENTS:** Physical dexterity and mobility; physical strength necessary to transport materials and push/pull carts; ability to stand for extended periods of time; ability to drive, use of personal vehicle and proof of automobile insurance.

**TIME INVOLVEMENT:** 1-2 hours/month per facility/route assigned. Additional hours may be arranged with Homebound Service Associate to assist with in-library processes. A commitment of at least 1 year (12 deliveries per patron) is preferred.

**TRAINING:** Volunteers will receive a library tour and orientation with the Outreach Services/Volunteer Coordinator and will be trained in volunteer responsibilities by the Homebound Service Associate.

IF INTERESTED, please contact:

Lindsey Smith, Outreach Services & Volunteer Coordinator  
820 High St.  
Worthington, OH 43085  
614/807-2643  
lsmith@worthingtonlibraries.org

*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*

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