

## VOLUNTEER DESCRIPTION

<b>JOB TITLE</b>	<b>Home Delivery Service Volunteer</b>
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<b>DATE</b>	<b>October 2019</b>
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<b>APPROVED</b>	
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<b>REVISED</b>	
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### **PROGRAM PURPOSE**

- To provide access to library resources and materials to community members unable to visit the Library due to mobility or health concerns.
- To promote lifelong learning, inclusion, and accessibility.

### **KEY RESPONSIBILITIES**

- To deliver and return library materials to clients and the library, at least once a month on an assigned day
- Maintain regular contact with assigned library staff member
- Advise library staff of any changes or request to service
- Respect confidentiality.

### **TIME COMMITMENT**

- Commitment to participate in the program for a minimum of 6 months, but preferably ongoing.
- 1- 4 hours each month, depending on the length of route and number of deliveries
- Flexibility is an asset

### **QUALIFICATIONS**

- Be 18 years and older
- Valid G class license, with access to a reliable vehicle
- Have reasonable insurance coverage
- Physically capable of lifting and carrying 20lb bags
- A recent Police Vulnerable Sector Check from the last six months, with updating every two years will be required.

### **KEY COMPETENCIES**

- Interpersonal skills

- Communication skills
- Reliable and trustworthy
- Teamwork/relationship-building
- Enthusiasm

## **WORKPLACE ENVIRONMENT**

BPL strives to be a workplace which fosters respect for all customers and co-workers, and requires employee commitment to the following:

- Adherence to the legal requirements of all levels of government, e.g. Health and Safety, Human Rights, Harassment, Freedom of Information and Privacy, Workplace Violence, AODA, CASL
- Adherence to the policies and procedures of the Library
- Building and nurturing positive relationships among customers and colleagues
- A culture of teamwork, collaboration and respectful feedback
- A culture of technologically engaged staff
- Accepting and welcoming to all members of our diverse community.