

# Volunteer Opportunity

<b>LOCATION OF POSITION</b>	LOUISVILLE PUBLIC LIBRARY
<b>POSITION TITLE</b>	HOMEBOUND DELIVERY AIDE
<b>SUPERVISOR</b>	ADULT SERVICES SUPERVISOR
<b>Job Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ Collect and transport selected Library materials to homebound patron(s)</li> <li>▪ Coordinate with homebound patron(s) for delivery/pickup time</li> <li>▪ Return materials to the Library</li> <li>▪ Monthly report to supervisor on the number of visits and number of items delivered</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Must be over 18 and have own transportation</li> <li>▪ Ability to find and collect various Library materials for delivery</li> </ul>
<b>Job Summary:</b>	<ul style="list-style-type: none"> <li>▪ Collect materials requested by patron or select independently or with help of a librarian</li> <li>▪ Set up time for delivery and pickup of materials with patron</li> <li>▪ Other duties as may be necessary to complete these tasks</li> </ul>
<b>Material &amp; Equipment Used:</b>	<ul style="list-style-type: none"> <li>▪ Books and other Library materials</li> <li>▪ Library computer to check out materials</li> <li>▪ Motor vehicle</li> </ul>
<b>Work Environment &amp; Physical Activities:</b>	<ul style="list-style-type: none"> <li>▪ Casual, friendly atmosphere</li> <li>▪ Collecting materials, pushing pulling book cart, carrying material</li> <li>▪ Bending, stretching, kneeling, lifting, and carrying will be necessary</li> </ul>
<b>Training Provided:</b>	<ul style="list-style-type: none"> <li>▪ Work one-on-one with a staff member for approximately 1-2 hours</li> </ul>
<b>Minimum Time Commitment:</b>	<ul style="list-style-type: none"> <li>▪ 2-3 hours per week</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Providing a service that can help others enrich their lives</li> <li>▪ Being part of a team at one of the top libraries in Colorado</li> <li>▪ Annual volunteer recognition luncheon</li> </ul>

If you are interested, please complete a [City of Louisville Volunteer Application](#). These are available at information desks in the Library and on the Web site. You may return it to the Library in person, by mail, fax, or scan/email. Once your application is received, the supervisor will contact you to discuss the position and your qualifications and availability.