



## VOLUNTEER POSITION DESCRIPTION

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POSITION: Home Service Delivery Assistant  
LIBRARY DEPARTMENT: Information and Reader Services

### I. SUMMARY

Under the supervision of the Outreach Coordinator, pick up and deliver requested library material to homebound customers on a regular basis. Act as a representative of the library; relay customer requests to the Outreach Coordinator.

### II. SKILLS NEEDED

Primary duties and responsibilities:

1. Enjoy working with the elderly
2. Familiarity with getting around Geneva and/or ability to use a GPS.
3. Ability to carry a 5-10 pound bags of books.

### III. QUALIFICATIONS FOR POSITION

- This volunteer position requires availability between 9 a.m. to 5 p.m., weekdays, with the ability to commit to routine schedule.
- A valid driver's license is required
- Access to reliable transportation is required
- Proof of auto insurance is required.
- You must be 18 years old or over.
- Consent to a background check is required for this position.