



**16 Civic Centre Rd., Petawawa, Ontario K8H 3H5**

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## **Volunteer Position: Homebound Driver**

**Responsible To:** Community Outreach Technician

**Job Summary:** The Homebound Driver provides a delivery service of library materials to our homebound customers. A homebound patron is a resident of Petawawa who, for some health-related reason, cannot leave their residence to access the library in person. The homebound customer may be a temporary designation (ie. a person with a broken limb that will heal) or a long-term designation. The Community Outreach Technician or circulation desk staff can assist with selection of library materials. Staff will also manage the customer's library account.

**Knowledge, Skills and Abilities:** Volunteer must possess valid driver's license and be able to use their own vehicle to make deliveries that cannot be made on foot. The position requires the ability to carry/lift a moderate quantity of library materials. The ideal volunteer will exhibit a pleasant, courteous manner, and have a sincere desire to help those who are unable to physically visit the library. Excellent communication skills and confidentiality are a must.

**Essential Functions:** Following a homebound request, the volunteer will make contact with the customer to discuss plans for the initial delivery and face-to-face meeting. Monitors customer requests and loans on a monthly basis and delivers requested materials to customer homes.

**Working Conditions:** This position requires the volunteer to be familiar with the library and it requires travel to private residences. Weather conditions may vary from season to season.

**Time Required:** Commitment will vary based on the determined need and homebound requests.

**Minimum Qualifications:** The Homebound Driver must have the ability to lift and carry tote bags full of books which could weigh up to 9 kilograms each. This position requires a dependable vehicle for transportation with appropriate insurance. A current, valid police records check with vulnerable sector screening is also required for volunteers who are over 18 years of age.