

Organization	St. Thomas Public Library
Job Title	Home Library Service (HLS) Delivery Assistant
Purpose	Home Library Service is available to individuals who are unable to visit the library. As such, the library needs reliable, courteous volunteers to make deliveries to and returns from our patrons who are unable to visit the library themselves. Under the direction of the Manager, Programming and Community Development, with the functional guidance of the Home Library Service coordinator, the HLS Delivery Assistant will deliver materials to clients' homes and return materials to the library at pre-determined times.
Tasks/Responsibilities	<ul style="list-style-type: none"> - Pick up books and other materials from the library which have been packed and set aside by library staff - Deliver materials to and pick up materials from HLS clients - Return materials from HLS clients to the library
Expectations	<p>All Volunteers providing service at the Public Library are expected to:</p> <ul style="list-style-type: none"> - Support the library's mission "To inform, educate and enrich our community." - Inform the Volunteer Coordinator if they are unable to work as scheduled - Treat all library staff and customers with equal respect and courtesy - Report any Health and Safety concerns to the Volunteer Coordinator immediately - Adhere to all relevant library policies and legislation, including but not limited to: Health and Safety, Workplace Harassment, and Customer Service Standard
Physical requirements	Must be able to deliver books and materials using personal vehicle. Must be able to lift up to 20 pounds.
Time requirements	Dependent upon demand, ranging from one or more deliveries per week to one delivery per month.
Skills or Qualifications	<p><i>Required</i></p> <ul style="list-style-type: none"> - Must be at least 18 years of age - Must be able to communicate effectively, both in writing and orally, in English - Must have valid driver's license and functioning vehicle <p><i>Recommended</i></p> <ul style="list-style-type: none"> - Able to follow directions well and work with minimal supervision - Experience serving the public, especially seniors
Screening Measures	<ul style="list-style-type: none"> - Vulnerable Sector Check (\$10, with letter from the library) - Interview with the Manager, Programming and Community Development
Job Location	153 Curtis Street, St. Thomas, Ontario

Volunteer Coordinator

Dana Vanzanten – Manager, Programming and Community Development

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