



**Portage Public Library
Volunteer Job Description
Homebound Delivery Assistant**

General Purpose: To deliver requested materials to people unable to leave their homes to come to the library.

Duties: The volunteer will visit the homebound person to deliver requested materials and return previously delivered materials back to the library. Selection of materials will be done in cooperation with the Library Assistant—Public Services and the suggestions of the homebound patron, along with the willingness and ability of the volunteer.

Time Required: This position requires at least one to two hours every four weeks.

Training Required: Training includes supervision from the Library Assistant—Public Services, working with the patron and the volunteer to locate desired materials, formats and to set up the homebound account. The Library Assistant—Public Services oversees placing holds, locating materials, informing the volunteer and finding a location to house materials for the patron until they are picked up and returned.

Travel Required: This position requires the volunteer to travel within the library's service area to the home of a homebound person.

Supervisor: Library Assistant—Public Services

4/13/2020