

AGENCY NAME & Logo

1. DEPARTMENT

- 1.1 **Position:** Volunteer "Books on Wheels" Selector and/or Delivery driver
- 1.2 **Location:** address where volunteer will work from
- 1.3 **Telephone:** Supervisor of Volunteer (work or mobile)

- 2. **RESPONSIBLE TO:** Supervisor of Volunteers & other staff titles

3. POSITION OBJECTIVES:

- 3.1 To deliver library materials to frail aged and people with disabilities who are residents with-in the **AGENCY NAME** and are unable to visit the library.

4. KEY DUTIES / RESPONSIBILITIES:

- 4.1 Select items for delivery to home bound residents; and/or
- 4.2 Deliver the pre-selected books to individual clients and collect materials from previous fortnight.
- 4.3 Return previous fortnights materials directly to the **AGENCY NAME**
- 4.4 Adhere to safe back care practices
- 4.5 Adhere to confidentiality policy
- 4.6 Offer a courteous and friendly manner to clients.

5. JOB REQUIREMENTS:

- 5.1 A police check.
- 5.2 Current C class drivers licence.
- 5.3 A good knowledge of the local area / good sense of direction.
- 5.4 Wear name badge during volunteer authorised hours
- 5.5 Aware of own physical limitations.
- 5.6 Attend back care training as arranged by the library.
- 5.7 Availability: Fortnightly between Mon-Fri 8.30am – 5.00pm

6. BENEFITS:

- 6.1 Opportunity to meet new people
- 6.2 Friendly supportive environment
- 6.3 Contribute to the wellbeing of residents

Signature.....Date

EXAMPLE ONLY