



FARGO PUBLIC LIBRARY VOLUNTEER PROGRAM

Outreach Volunteer

Job Description

Importance of Position: Provide library materials and services to homebound individuals, and residents of congregate and nursing housing who are unable to come to the Fargo Public Library due to mental, physical, sensory or social disability.

Qualifications:

- Submit volunteer application and agreement and sign Inquiry Release Form.
- Possess a valid driver's license and a clean driving record.
- Be 18 years of age or older, and have the ability to read and write English at a 12th grade level.
- Be able to bend, push, pull, stretch, reach and lift 40 pounds consistently.
- Ability to be sensitive, patient, understanding and respectful of clients' situation and needs.
- Willingness to be creative, flexible, enthusiastic and have a sense of humor.
- Have good communication, listening and organizational skills.
- Willingness to commit to a consistent delivery schedule.

Responsible to: Outreach Librarian and Volunteer Coordinator

Responsibilities:

1. Successfully complete training program.
2. Select, check out and deliver library materials to an assigned facility or client once or twice a month on a regular schedule.
3. Return used materials to the circulation area to be checked in and shelved.
4. Meet reporting requirements including monthly reports on hours of service, items delivered and materials used. If you are unable to make a delivery for any reason, notify Outreach Librarian immediately.

Time Commitment: After initial training, then 3-5 hours to prepare and deliver materials, usually every other week.

Length of Commitment: Minimum one year

Grounds for Termination (including, but not limited to):

- Failure to successfully complete the training program
- Failure to carry out assigned responsibilities
- Breach of confidentiality

Contact Person: Pam Strait

Outreach Librarian and Volunteer Coordinator
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