



## STRATHCONA COUNTY LIBRARY: VOLUNTEER POSITION DESCRIPTION

401 Festival lane, Sherwood Park, AB, T8A 5P7 Phone 780-410-8600 Email [www.sclibrary.ca](http://www.sclibrary.ca)

**POSITION TITLE:** Clover Bar Lodge Outreach Service Volunteer

**DEPARTMENT:** Adult Services

**REPORTING TO:** Community Librarian

*At the heart of a vibrant urban/rural community of 99,000, Strathcona County Library (SCL) encourages literacy and lifelong learning, fosters community connections, and offers programs and services that inform, engage, and entertain. SCL provides excellent and accessible services from its Central Library in the Strathcona County Community Centre, from its award-winning Bookmobile, and via satellite return bins located throughout the community. Opportunities abound to provide creative programs and services for young families, engaged seniors and all of the age groups in between.*

### POSITION OVERVIEW

The Clover Bar Lodge Outreach Service at the Strathcona County Library responds to the needs of seniors living at the Clover Bar Lodge, who may experience barriers to accessing library materials. Clover Bar Lodge Outreach Volunteers visit the Library to select library materials of interest to the residents and the Lodge to operate a "Library Time." Materials are shipped between locations using a courier. As a result of this program, Clover Bar Lodge residents have access to all library material and formats. Volunteers have the opportunity to make a positive difference in the quality of life for seniors in the community.

### DUTIES AND RESPONSIBILITIES

- As part of a team, visit the library, select materials for residents of the Clover Bar Lodge based on patrons requests, likes and dislikes
- Visit the Lodge and host a "Library Time" where residents return items and sign out new ones.
- Keep track of materials that have been borrowed and returned
- Complete assessments and provide feedback to the Community Librarian, as needed

### VOLUNTEER COMMITMENT

This is an ongoing volunteer position under the coordination of the Community Librarian in the Adult Services department. The position involves volunteering for approximately 2-3 hours per week on Tuesday mornings (including travel time).

Volunteers are asked to commit to the following Fall schedule:

|                     |                              |
|---------------------|------------------------------|
| Tuesday October 11  | Picking books at the Library |
| Tuesday October 18  | Clover Bar Lodge             |
| Tuesday October 25  | Picking books at the Library |
| Tuesday November 1  | Clover Bar Lodge             |
| Tuesday December 6  | Picking books at the Library |
| Tuesday December 13 | Clover Bar Lodge             |

*Please note all dates at the Lodge start at 10:00 am*

**The position is expected to continue in 2023, however dates are yet to be determined.**

### EXPERIENCE, SKILLS, AND KNOWLEDGE

- Strong interpersonal skills
- Reliable and dependable in meeting commitments
- Ability to work with a team
- Ability to empathize with the elderly and/or persons with reduced mobility



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- Good data input/record keeping skills
- Display high degree of judgment, discretion and confidentiality

### OTHER REQUIRED QUALIFICATIONS

- Submission of a satisfactory Vulnerable Sector Check, which must be renewed every 2 years
- Must have own reliable transportation
- Must have a valid driver's license
- As the volunteer activities requires the use of a personal vehicle, must be covered under own personal vehicle insurance plan
- Minimum age requirement of 18 years old
- Note: Volunteers are liable for their own tickets and fines related to parking or driving offenses

### TRAINING

- An orientation of Strathcona County Library's collection, policies and procedures pertaining to the Clover Bar Outreach Services and to the "Library Time" procedures at the Clover Bar Lodge
- An orientation to the Clover Bar Lodge pertaining to the Clover Bar Outreach Service
- A safety tour of the library

### APPLICATION DEADLINE

- Interested applicants are asked to fill out a **volunteer application form** by 9:00 AM on Wednesday, August 24, 2022.