

<p style="text-align:center">KENTON COUNTY PUBLIC LIBRARY Position Description Covington Volunteer Homebound Department Assistant</p>
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Responsible to:

Homebound Services Supervisor

Program description: The Senior Outreach Program provides library materials to eligible residents of Kenton County who are unable to visit the library due to limitations.

Job Responsibilities:

- Work with Homebound Department Team to ensure the satisfaction of all Homebound patrons by assisting in the selection of and check-out/check-in process of materials.
- Willingness to provide customer service to patrons by phone or in person.
- Utilize computer for on-line references and library collection tracking database.
- Provide information about the library and library services to residents and community.

Time Required:

2-4 hour shifts from once a month to twice a week.

Length of Commitment:

3 months requested, but not required.

Training Provided:

Mandatory orientation and training will be provided by Homebound Services staff

Qualifications, Special Skills Required and Restrictions:

- Must be 18 years of age or older.
- Pleasant, positive attitude.
- Strong interpersonal and organizational skills.
- Effective communication skills.
- Some computer knowledge and willingness to use computers and computer software.
- Interested in and enthusiastic about enlightening the lives of seniors with books, media, and reading.
- Patience with working with the elderly.
- Ability to maintain customer confidentiality.

ACKNOWLEDGEMENT

I have read this position description and fully understand the requirements set forth therein. I hereby accept the volunteer position of _____ and agree to perform the identified essential functions in a manner in accordance with Kenton County Public Library's established procedures.

I understand that my assignment is an unpaid volunteer position and thereby understand that my assignment may be discontinued either by the organization or myself, and such discontinuation can be made with or without notice.

Volunteer's Signature

Date

NAME

Supervisor's Signature

Date