

<p style="text-align:center">KENTON COUNTY PUBLIC LIBRARY Position Description Covington Senior Center Volunteer Programming Assistant</p>

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:

- Visit senior centers of to assist with reading to residents and facilitating book discussions. Volunteers must provide own transportation to senior center.
- Read materials to be discussed and help prepare literacy-based programming to present to patrons.
- Assist with set-up, circulation, and break-down of DVD and VHS displays on “Video Days” where media is taken to centers for patrons to check-out.
- Provide information about the library and library services to the residents.

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: Orientation and training is required and will be provided by the Homebound Services Staff.

Qualifications, Special Skills Required and Restrictions:

- Must be 18 years of age or older
- Friendly, warm, and outgoing personality
- Interested in and enthusiastic about bringing books, media, and reading to senior adults at designated senior center/and or nursing home facility.
- Ability to effectively facilitate book discussion group.
- Effective communication skills.
- Strong organizational skills.
- Ability to provide own transportation to and from center.
- 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