

Sausalito Library Homebound Delivery Program

For Sausalito residents who are unable to visit the library on their own

Volunteer job description: The volunteer will provide home delivery of library materials to homebound residents of Sausalito. The volunteers will work with the program coordinator as needed to provide materials suited to their patrons' interests. Volunteers will be responsible for delivery and return of library materials, using private vehicles, to patron(s) in their home.

Qualifications: Volunteer will be accepted after an initial interview by the program coordinator and submission of a completed application with presentation of a valid driver's license and proof of auto insurance. He/she must have the ability to make a one year commitment. Must be willing to undergo training and arrange appropriate transportation to patron's home and the library.

Responsibilities

- Take responsibility for each assigned patron. Plan to visit each patron at least once a month as materials may be kept for a period of six weeks for books and 3 weeks for other materials. The time spent with each patron is just as valuable as the materials brought to them.
- Be receptive to patron's phone calls for new material and return of existing material in a timely manner.
- Volunteer must agree to keep a patron's reading choices confidential.
- Direct general questions to program coordinator Augie Webb at 415-289-4121 (ext. 501) or awebb@ci.sausalito.ca.us as they arise.
- Volunteer needs to keep track of hours and e-mail or phone program coordinator, 415-289-4121.
- Volunteer must be willing to sign a contract which is necessary for insurance purposes on or before first day of work.
- Notify program coordinator upon leaving program.

Training Provided

- Orientation to the Sausalito Library Homebound Program
- Coordinator will accompany the volunteer on the first visit with each patron
- Specific instruction regarding selecting and delivery of materials
- Ongoing instruction as needed by the program coordinator

Volunteering is a great way to connect with others and provide a valuable service for our community.