



Mesa County LIBRARIES

Volunteer Job Description

Position: Words on Wheels (WOW) Delivery Driver

Location: Central Library
443 N. 6th Street
Grand Junction, CO 81501

Position Purpose: The purpose of this position is to deliver library materials to homebound patrons.

Supervisor: Head of Public Services

Responsibilities, Duties, Functions, Tasks (what must be completed to achieve the goals):

- Drive and deliver library materials to library patrons on a routine basis.
- Make use of personal vehicles when library vehicles are unavailable.
- Make deliveries within the boundaries of delivery routes and adapt to changes in routes as necessary.
- Forward patron requests and messages to WOW Route Manager.
- Willingness to search for items that were not included in returns, pending patron consent and without imposing a demand
- After receiving training on bedbug handling, willingness to carry a bedbug kit and potentially handle infested materials.
- Check all returned media discs for appropriate content before leaving each deliver stop. Communicate unresolved problems to designated Route Manager.
- Inform designated Route Manager/Head of Public Services of absence at least 24 hours before scheduled shift with the exception of emergencies including: sudden illness, accident or family emergency. Supervisors should be notified at least 4 weeks ahead of planned vacations/extended absences. Repeated absences without timely notification may result in termination.
- Willingness to cover other shifts on short notice.
- Willingness to visit with patrons, discussing library materials and other interests, respecting and tolerating a diversity of opinions.
- Remove oneself as needed from volatile/inappropriate situations politely and communicate such instances with Route Manager.
- Communicate with Route Manager on routine bases about questions, problems, additional training, etc.
- Sign in/sign out each shift and report hours and mileage to Volunteer Coordinator using Galaxy (online portal) or log sheet by the 10th of each month.

Qualifications (minimum experience, skills, education, knowledge):

- Ability to use computer and internet with willingness to learn how to use online catalog
- Willingness to become familiar with the Dewey decimal system
- Attention to detail

Requirements:

- Must be at least 21-years-old
- Interview with Volunteer Coordinator, review of handbook and signed waivers
- Must be licensed to drive in the State of Colorado with a clean driving record.
- Pass a criminal background check and consent to a motor vehicle report.
- Physical ability to push, bend, stretch, reach, lift, read book spines, get in and out of vehicle regularly, stay seated for long periods of time, and ability to read 12-point font or request accommodation
- Ability to navigate a vehicle throughout Mesa County to reach delivery stops and drive in inclement weather and poor road conditions.

Time Commitment:

- 4 hours per week, can be flexible
- Routes are not completed during Library Holiday Closures.