

## Library Volunteer, Outreach

**Closes: May 13, 2019**

The primary responsibility of this library volunteer position is to provide bi-weekly outreach services at Fairfields **Long Term Care Facility**. The volunteer will be selecting books and other materials for seniors at **Fairfields** from the Bonnechere Union Public Library collection and submitting requests for additional materials to our interlibrary loan manager. The volunteer will also maintain library records for this outreach service. Use of a computer or laptop in-library will be provided.

### **Skills and Qualifications:**

- Ontario Vulnerable Sector Check required
- Access to a car and a valid Ontario driver's license required
- Ability to lift approximately 30lbs required
- Knowledge of Microsoft Word
- Must have strong communication, interpersonal, problem solving and teamwork skills
- Related experience an asset (i.e., library skills, such as the knowledge of the Dewey classification system and current authors popular amongst the target age group)
- Thorough and accurate attention to detail

### **Employment type:**

Volunteer, part-time. Working a minimum of 5 hours per week, up to approximately 10 hours per week. Must be available in the afternoon on Thursdays.

### **Application:**

Applicants must submit their resume and cover letter (Word doc or pdf) to: Pam Weigelin, [pam@bonnechereupl.com](mailto:pam@bonnechereupl.com)

The library thanks all applicants for their interest, however only those selected for an interview will be contacted.

*The Bonnechere Union Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA). If contacted regarding this competition, please advise Nikolina Likarevic, CEO ([ceo@bonnechereupl.com](mailto:ceo@bonnechereupl.com)) of accommodation measures you may require during the selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.*