



Visiting Library Service - Volunteer Position Description

The Squamish Public Library is currently seeking volunteers to assist in the delivery of a new Visiting Library Service (VLS) for homebound seniors and Elders in our community. In this new role, volunteers will assist the library with its mission “to welcome, Inspire and connect our community to new worlds of learning, literacy and creativity”.

The goal of the VLS is to provide a sustainable home delivery of library materials and resources to homebound seniors or Elders who will be matched to trained volunteers. VLS Volunteers will report to a staff member, and will be supported by library staff.

Volunteers, acting as library ambassadors, will provide personal phone calls and connections to homebound patrons to discuss, search, reserve and then deliver library materials and resources.

This new volunteer position will play an important role in supporting the Squamish Public Library to extend its services to vulnerable and isolated members of our community, to increase community connections, and to inspire learning, literacy and creativity.

As a volunteer you will be excited to:

- **Participate** in our volunteer orientation process (online) and complete necessary police information checks, policy and privacy acknowledgements.
- **Engage & communicate** with patrons safely from home, expanding the library’s connections in our community.
- **Explore** interests and needs of VLS patrons and undertake online searches for library materials and resources.
- **Learn & share** how to use the library catalogue and databases, and other online services.
- **Deliver** library materials to patrons on a regular (monthly) basis.
- **Contribute** personal transportation (vehicle, bus, bike, foot) for pick-ups and deliveries.
- **Ask** library staff for additional support when needed.
- **Promote** this new service to seniors and Elders in our community.
- **Collaborate** with other volunteers and staff as various opportunities present.
- **Provide feedback** about this volunteer program to improve its value and sustainability.

How to apply:

The anticipated Volunteer contribution per month is expected to be 3 - 4 hours (1 - 2 patrons assigned). Volunteers are asked to engage for a minimum duration of 6 months. Should you wish to apply, you may do so online on the Squamish Library website or at VolunteerConnector.org or via the VLS Volunteer application form available at the Squamish Library circulation desk.