City of Pacific Grove – Volunteer Program
300 Forest Avenue
Pacific Grove, CA 93950

VOLUNTEER JOB DESCRIPTION: Outreach Volunteer

Department/Location	Pacific Grove Library
Purpose	Select and deliver library materials to homebound patrons
Duties	1. Select items for homebound patrons based on information on file at the library 2. May require using computer catalog to locate and request titles 3. Contact patron and arrange for delivery or follow existing arrangements 4. Pick up library items from previous delivery
Qualifications/Skills	1. Dependability 2. Flexibility 3. Patience 4. Valid California driver's license and availability of a personal vehicle
Length of Assignment	Minimum 6 month commitment
Time Commitment	Varies
Supervisor	Circulation Supervisor

To apply for this volunteer position, please contact:
Volunteer Program Coordinator
Phone: 831-648-3109
Email: pgvolunteers@ci.pg.ca.us
Or by visiting our website at www.ci.pg.ca.us/volunteer.htm

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