



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

## **VOLUNTEER JOB DESCRIPTION: Outreach Volunteer**

<b>Department/Location</b>	Pacific Grove Library
<b>Purpose</b>	Select and deliver library materials to homebound patrons
<b>Duties</b>	<ol style="list-style-type: none"><li>1. Select items for homebound patrons based on information on file at the library</li><li>2. May require using computer catalog to locate and request titles</li><li>3. Contact patron and arrange for delivery or follow existing arrangements</li><li>4. Pick up library items from previous delivery</li></ol>
<b>Qualifications/Skills</b>	<ol style="list-style-type: none"><li>1. Dependability</li><li>2. Flexibility</li><li>3. Patience</li><li>4. Valid California driver's license and availability of a personal vehicle</li></ol>
<b>Length of Assignment</b>	Minimum 6 month commitment
<b>Time Commitment</b>	Varies
<b>Supervisor</b>	Circulation Supervisor

To apply for this volunteer position, please contact:  
Amy Colony, Volunteer Program Coordinator  
Phone: 831-648-3123  
Email: [acolony@cityofpacificgrove.org](mailto:acolony@cityofpacificgrove.org)

*Revised: 8/22/2018*