

Job Title: Home Visit Specialist - Books to You

Purpose: The Home Visit Specialist directly engages the homebound and senior community of St. Charles County through personal home delivery of library services to those who cannot come to the library. Each Home Visit Specialist will manage one or multiple homebound individuals in the county to deliver books and other library items.

Location: Multiple throughout St. Charles County, but responsibilities will be assigned from Administrative Office located at 77 Boone Hills Dr., St. Peters, MO 63376.

Key Responsibilities:

- Deliver library services to homebound individuals in the community
- Selects, reserves, renews, and returns all library materials in a timely manner
- Works with Books to You Volunteer Manager or Extension Services Specialist to order requested items for homebound individuals as needed
- Helps collect information/registration cards from assigned community partner locations

Reports to: Extension Services Specialist

Length of Appointment: The Home Visit Specialist will serve for at least 1 year and can stay on as a permanent position.

Time Commitment: At least, one day per month (Home Visit Specialist choice) for two hours. This is two hours per patron of the program and a Home Visit Specialist may work with up to four patrons.

Qualifications:

- Passion for working with our homebound and senior community, reading, and helping others
- Basic knowledge of working in office environment
- Basic knowledge of computer and data entry
- Pleasant manner, patience, problem-solving ability, dependability
- Ability to multi-task and manage multiple projects
- Ability to lift 25 pounds
- Vehicle to travel to residence

Support: Training/orientation for this position will be provided. In addition, the Extension Services Specialist will be available for questions and assistance.

Age Requirement: 18 years or older

Dress Code: Casual