



## **VOLUNTEER POSITION GUIDE**

<b>TITLE</b>	OUTREACH VOLUNTEER
<b>HOURS</b>	Minimum of three consecutive hours on one designated day a week. A schedule will be arranged to meet the needs of the volunteer and the library.
<b>SUPERVISOR</b>	Outreach Supervisor
<b>OBJECTIVE</b>	To provide recorded excerpts from the local newspaper for the Library's customers who are visually impaired.

### **THE PERSON IN THIS POSITION WILL BE RESPONSIBLE FOR**

- Reading selected excerpts from the Daily Local News onto cassette tapes for designated day of week
- Recording is done in the volunteer's home
- Bringing recorded tapes to the Library on a weekly basis

### **DESIRED QUALIFICATIONS/SKILLS**

- Commitment to the program
- A clear voice with good enunciation
- Be able to provide an environment in your home that will have no background noise
- Empathy with persons who are visually impaired
- Ability to provide a means to deliver recorded tapes to the Library
- Be service oriented with a desire to actively support the Chester County Library's mission through volunteer service

### **TRAINING**

- On-the-job training will be provided