

# VOLUNTEER TASK DESCRIPTION

**POSITION TITLE:** Library Volunteer

**RESPONSIBLE TO:** Voluntary Services Manager

**DESCRIPTION OF DUTIES:**

- To select books and load a trolley to take to 6-8 wards
- To issue books to patients and accept returns
- To unload trolley in library shelving books on the appropriate shelving
- To assist in general good housekeeping duties in the library
- To assist with clerical duties as necessary

**OBJECTIVES:** To provide a mobile library service to patients on wards at Addenbrooke's Hospital

**TIME REQUIRED:** The Library Service Hours are varied as the library service operates directly from the voluntary services office

**QUALIFICATIONS:** An interest and knowledge of books is useful but not essential. Good communication skills

**TRAINING SUGGESTED:** Shadowing of existing library volunteers

**AGREEMENT:-**

**VOLUNTEER'S SIGNATURE:** .....

**DATE:** .....

**PLEASE ENSURE YOU ARE FAMILIAR WITH THE FIRE DRILL IN YOUR PLACEMENT AREA.**