



## Volunteer Job Description



### *Friends Courier*

**Friends Couriers will assist, only when Library staffing is impacted, by serving as an on-call backup courier and picking up and delivering used and donated items to and from various Library and Friends facilities. Friends Couriers will enhance Friends of the Library fundraising efforts by assuring time-sensitive pickups and deliveries are made when Library staff may be delayed in doing, and may also be called upon by the Friends to pick up donations from private homes and local businesses.**

**Qualifications** for this position include the ability to lift and move boxes of books, and a willingness to readily address complex pickup and delivery processes when needed. Volunteer will use their own vehicle, and must: have a valid driver's license and proof of insurance; complete an online defensive driving course; supply current proof of insurance, copy of their vehicle registration, and a DMV driving record printout; and must sign a DMV Pull Notice form.

**Time Commitment** for this position is as needed. All adult volunteers should be able to make at least a six-month commitment to the Library.

**Contact:** Cheri Noel, Volunteer Coordinator, 760-435-5564