

JOB DESCRIPTION

JOB TITLE	Seniors @BPL Volunteer
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DATE	March 2025
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APPROVED	
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REVISED	
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JOB PURPOSE

- To identify and address the specific needs and interests of seniors in the community.
- To design and plan monthly Library programs and events that are relevant and engaging for seniors.
- To encourage greater participation and inclusiveness of seniors in Library activities.

KEY RESPONSIBILITIES

- Attend monthly committee meetings (approx. one hour per meeting) and contribute to the planning and evaluating Library programs.
- Share ideas for future program events.
- Help promote library events for seniors.
- Participate in the delivery of events where appropriate. (approx. three hours per event)

QUALIFICATIONS

- Interest in community involvement

KEY COMPETENCIES

- Interpersonal skills
- Communication skills
- Reliable
- Teamwork/relationship-building
- Enthusiasm

WORKPLACE ENVIRONMENT

The Library strives to be a workplace that fosters respect for all customers and co-workers and requires employee commitment to the following:

- Adherence to the legal requirements of all levels of government, e.g. Health and Safety, Human Rights, Harassment, Freedom of Information and Privacy, Workplace Violence, AODA, CASL
- Adherence to the policies and procedures of the Library
- Building and nurturing positive relationships among customers and colleagues
- A culture of teamwork, collaboration, and respectful feedback
- A culture of technologically engaged staff
- Accepting and welcoming to all members of our diverse community