



## Volunteer Job Description Form

- **Department/Organization:** Human Services/Office of Aging & Disability Services

**Location (please list additional work sites & pertinent info if volunteers will serve at more than one location):**  
Richmond Public Library locations: Westover Hills, Belmont and East End.

**Volunteer Position:** Book Club Liaison

**Volunteer Job Duties:** Book Club Liaisons are asked to assist with leading book club discussions using prepared questions to keep the discussion group on track. They are to diplomatically intervene when a discussion begins to deteriorate, lag or become offensive to the group. They are asked to communicate monthly with OADS staff about the well-being of the book club with any club needs or concerns. Some book club meetings may be held virtually or hybrid.

**Skills Required:** Positive Attitude, enjoyment of reading, good conversational skills

**What to wear and bring (i.e., gloves, water):** Casual attire

<b><u>Project Date(s)</u></b>	<b><u>Start Time</u></b>	<b><u>End Time</u></b>	<b><u># of Volunteers Needed</u></b>
August 2022	10:00 am	12 noon	3

**Contact Person(s):**  
Toni Y. Beechaum

**Contact E-mail(s)**  
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