



Position: Substitute Courier

Reports to: Courier Lead

The courier is a critical component of the library's daily operations and service to the community. This position sorts and delivers books and other library materials to and from 19 member libraries over five counties. The Lead Courier will contact the person in this position on an **AS-NEEDED** basis when courier positions need to be covered.

Essential Job Functions

- Drive, load, and unload cargo vans.
- Drive a scheduled pickup and delivery route, sometimes entering unattended buildings.
- Obey traffic laws and follow established traffic and transportation procedures. Read maps and follow written and verbal geographic directions.
- Inspect all library vehicles and vehicle equipment to ensure that vehicles are in proper working condition.
- Ensure that all library vehicles have adequate gasoline, are cleaned, and are routinely washed. Report delays, accidents, or other traffic/transportation situations.
- Report any mechanical problems encountered with vehicles. Keep maintenance schedule for vehicles—schedule and drive vehicles for maintenance as needed and approved by the Library Administration.
- Other duties as assigned.

Knowledge, Skills, And Abilities

- Ability to work independently
- Ability to sort books and library materials based on established location codes.
- Ability to lift tubs of books and other library materials weighing up to 60 pounds.
- Ability to drive daily on established routes and follow laws and safe driving practices.
- Ability to assume responsibility for entering unattended delivery sites using an alarm or key.
- Excellent oral communication skills to convey information and instruct others while maintaining a strong customer service focus.
- Display a professional business attitude with a pleasant demeanor.
- Ability to embrace change and to work in an organization that values customer service.

Licenses or Certifications Required

- A valid Georgia driver's license, a satisfactory background, and DMV checks are required.

Working Conditions

- Most work is performed by driving a van during the delivery and pick up of library materials. Occasionally, rain or other severe weather conditions may occur. Sorting and loading of library materials may occur indoors and outdoors.

Physical Requirements

- This position requires extensive periods of sitting while driving. It also requires repetitive use of arms and legs and moving the whole body, such as standing, climbing, lifting, balancing, walking, stooping, reaching, pushing, grasping, hearing, and talking.
- Requires the ability to occasionally exert up to 60 pounds of force to lift, carry, push, pull, or otherwise move objects, including but not limited to tubs of books and other library materials.

Salary

This is an as-needed position at \$12.50 per hour, not to exceed 15 hours per week when filling in for other couriers.

To Apply

Qualified applicants should submit a cover letter, resume, and three professional references to jobs@wgrls.org or apply through our website at <https://wgrls.org/about/careers>. Position open until filled. Employment is contingent upon a satisfactory background and DMV check.