



**Manitoba Library
Association**

www.mla.mb.ca

Prison Libraries Committee

Volunteer Position Description - OPEN LIBRARY VOLUNTEER

Location: Winnipeg Remand Center and/or Women's Correctional Centre

Responsibility: To provide direct service to inmates for the Open Library to help them find books in the library, take suggestions to share with the Collections & Donations Chair, and promote libraries and reading in general.

- Remand Centre: Set up and run the Open Library on Sundays from 2:30-3:30 pm, in the Chapel at WRC, weekly.
- WCC: Set up and run the Open Library in the Bravo classroom for the Alpha and Bravo units, on Saturdays from 1-3 pm, 1st and 3rd of the month.

Reports to: Volunteer Coordinator

Typical Duties

- Set up the Open Library and provide reader's advisory to inmates
- Advise and recommend additions for the collection based on inmate feedback
- Promote libraries and lifelong learning as possible through additional programming (special guests) and general conversation with inmates.
- Withdraw materials as necessary

Time commitment: Sign up through Doodle, two people per shift. Minimum sign up is 1 shift per 1 or 2 months please.

Requirements:

- Mature, reliable, and able to work with a team
- Good knowledge of reader's advisory (knowledge of fiction, genres, popular authors, popular nonfiction for a range of interests)
- Commitment, respect, and genuine interest in understanding the reading needs of inmates of various backgrounds, literacies, and interests.
- Clearance (renewed every 6 months for WRC and every 2 years for WCC) is required for this position as well as a one-time orientation/training session conducted by the institution.