



**Manitoba Library
Association**

www.mla.mb.ca

Prison Libraries Committee

Volunteer Position Description - BIN REFRESH VOLUNTEER

Location: Winnipeg Remand Center

Responsibility: To provide bin refresh - unpacking unit bins and repacking with a rotation of new books, and rotating books from the bins.

- Currently, shifts are Thursdays from 6-7:30 pm.

Reports to: Volunteer Coordinator

Time commitment: Sign up through Doodle, two people per shift. Minimum sign up is 1 shift per shift, and at least once every 2 months.

Typical Duties:

- a. Unpack unit bins and repack with a rotation of new material for delivery back to the units within the WRC
- b. Withdraw materials as necessary
- c. There is no direct interaction with inmates in this role.

Requirements:

- Mature, reliable, and able to work with a team
- Good knowledge of popular authors and subjects (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) is required for this position.