



VOLUNTEER POSITION

Library Volunteer

Wellspring Alberta is a charitable organization that supports, informs, and empowers those diagnosed with cancer by helping them address the fear, isolation, disruption and practical problems cancer can bring to their lives. An affiliate of the Wellspring Cancer Support Foundation, Wellspring Alberta provides a comprehensive range of programs, support, resources, and programs so anyone living with cancer and the people who care about them can improve the quality of their lives. All programs and services are informed by evidence and offered free of charge and without referral in three centres and online. Our vision is that no one has to face cancer alone.

The collective efforts of our wonderful team of volunteers contribute to the heartbeat of Wellspring Alberta. Their commitment of time and talent is a gift of immeasurable worth. Volunteers embody the kindness, compassion and community that Wellspring Alberta extends to all who seek support in dealing with cancer.

Position Description:

Library volunteers provide oversight to the Wellspring Resource Library as well as content management. Positions are available at either Carma House or Randy O'Dell House in Calgary.

Responsibilities:

- Processing new books; adding them to the inventory database, creating labelling, filing on shelves
- Ensuring books are checked out and back in properly
- Running overdue book reports and placing reminder calls
- Determining when a book should be deemed lost
- Providing Manager's with guidance around new book purchases
- Maintaining an adequate inventory of community resource brochures
- Assisting members to locate books (when on shift)
- Choosing books to highlight within the resource centre
- Maintaining the Centre Information boards

Required knowledge, skills, and abilities:

- Previous library related experience is preferred.
- Understanding of library cataloguing systems
- Strong organizational skills

Training requirements (provided):

- Orientation to Wellspring library collection
- Orientation to Book Management system (either paper or electronic)

To apply:

To apply, please complete the [Wellspring Volunteer application form](#) and we will be in touch soon.

Inclusion Statement

Wellspring Alberta is committed to being an inclusive organization. We are in a process of expanding the diversity of identities and lived experiences, to be more reflective of the communities in which we work and live. To support this process, we've become an employer partner of the Canadian Centre for Diversity and Inclusion, developed an Advisory group, and we are taking action as part of our commitment to Diversity and Inclusion. We understand we're on a journey, which will take time, and that increasing equity in our organization and in cancer care is critical.

We encourage applications from groups that are typically under-represented in cancer-serving organizations including BIPOC (Black, Indigenous, and People of Colour) individuals, LGBTQ2S+ identifying individuals, persons with disabilities, and candidates from all equity seeing groups.

We welcome you to contact us for a conversation about accessibility and accommodations throughout the recruitment process.

We know that women and people of colour are less likely to apply for roles unless they meet every single requirement. If you're excited about the role, but your qualifications don't match perfectly, we encourage you to apply.

We appreciate your interest in Wellspring and warmly welcome all applications.