

LIBRARY VOLUNTEER COORDINATOR

Roseville Public Library—Volunteer Program



Position Overview and Impact:

Roseville Public Library is in need of people with vision and managerial expertise to oversee the restructuring of the library system's volunteer program.

Key Responsibilities:

- Help the library system attract new volunteers and better engage existing volunteers
- Participate in volunteer interview panels
- Oversee volunteer activities and assist with volunteer scheduling
- Devise new volunteer opportunities based upon the needs of the library system

Make a Difference:

- This position is responsible for being a key player in the volunteer program restructuring efforts
- The efforts of the Library Volunteer Coordinator will result in an innovative and sustainable library volunteer program

Qualifications:

- Professional managerial experience
- Previous volunteer positions
- Excellent organizational skills
- Computer Proficiency, particularly with Microsoft Office applications
- Expert communication strategies

Training and Support Provided:

- Initial orientation with staff Volunteer Coordinator
- Training on applicable software programs
- Bi-Monthly meeting with Volunteer Coordinator

Time Commitment:

- Special consideration will be given to candidates who are willing to devote at least 20 hours a month to this position for a period of no less than 6 months
- Hours are flexible
- Library Volunteer Coordinators will be asked to work from their library home base and occasionally travel to other locations within the city for community outreach

Location:

Benefits:

- Opportunity to meet a vast array of people and expand social and professional networks
- Membership in the library system and participation in professional development activities