



# Coordinator of Teen Community Service Volunteers



**Position Overview:** Develop and coordinate community service opportunities, engaging young members of the community and investing them in the neighborhood and the Willow Glen public library.

**Responsibilities:**

- Instruct and motivate teen community service volunteers.
- Develop service opportunities in cooperation with Library staff.
- Implement service program utilizing community service volunteers.
- Interface with community contacts to retain/recruit volunteers.
- Educate community contacts regarding program focus and intent.

**Benefits:**

- Serve the Willow Glen community.
- Learn and grow in leadership and mentoring skills.
- Share your skills to the benefit of teens and young adults.

**Training/Support Available:**

- Orientation to the San Jose Public Library system.
- Assistance from library staff in recruiting volunteers.
- Support from library staff in developing and implementing service program.

**Qualifications:**

- Experience working with a variety of groups, ages, and backgrounds.
- Supervisory experience dealing with individuals, small & large groups.
- Experience in setting short, long-term goals.
- Self motivated; able to work independently.
- Skill set includes ability to work with M/S Word, Excel, PowerPoint.
- Fingerprint clearance required.

**Commitment:**

- Minimum 6-month commitment
- Negotiated amount of time determined to meet goals and objectives.
- Location of volunteer opportunity: Willow Glen Branch Library.

**Contact:**