



Position title: *Volunteer Coordinator*

Hours: Part-Time (19 hours/week); Days, some evenings and weekends.

Location: Sedona Public Library, 3250 White Bear Road, Sedona, AZ 86336

Supervisor: Assistant Director

Supervises: Volunteers

Wages/Benefits: \$19.00 -\$23.00/hour; Hourly benefits

Revised: 9.12.2022

Who you are:

- You are a leader, relationship builder, communicator, and teacher – coordinating, planning, and overseeing the Library’s volunteer program.
- You are a community-oriented professional who is enthusiastic about promoting the Library to a broad range of volunteers.
- You cultivate relationships with our volunteers to provide engaging and valuable experiences for them as they work with our patrons and community.
- You show a broad understanding of, and demonstrate support for, diversity, equality, and equity for everyone in the community.
- You possess an aptitude to skillfully manage diverse personalities; are confident in leading others; and enjoy direct public service to diverse populations.

What you’ll do:

- Provide the overall coordination of the Volunteer Program at the Library.
- Develop and maintain volunteer job descriptions in collaboration with Assistant Director and department heads.
- Recruit, interview, and perform security checks on potential volunteers, evaluate suitability, and assigns job placements in coordination with department heads and/or supervisors.
- Plan and implement the orientation process for all volunteers or see that it is carried out by others.
- Train and/or delegate training for volunteers with department heads and/or supervisors. Design training materials and update them as needed.
- Manage and maintain Library’s Volgistics software for scheduling and reporting.
- Conduct evaluations and follow up with volunteers and departments to ensure proper placement and job satisfaction. Notify unsuitable volunteers, when necessary.
- Act as a liaison with volunteers for resolution to issues and problems.

- Develop surveys of satisfaction and any other evaluation procedures needed together with the Assistant Director.
- Gather, compile, and keep updated information regarding skills, positions, and numbers of active, inactive, or retired volunteers for all volunteers.
- Work with Program & Marketing Coordinator and Development Director to host a yearly volunteer recognition event. Ensure that volunteers receive their recognition pins or other awards at appropriate times.
- Work with Library's Graphic Designer and Development Director to create regular volunteer newsletters for the Library.
- Work all front facing areas of the Library with proficiency and provide excellent customer service throughout.
- Assist patrons in the circulation of library materials, user registration, holds, interlibrary loans, and overdue fines.
- Assist and instruct patrons in the use of library catalog, services, and resources.
- Attend staff meetings and other meetings and trainings as directed to keep current with events, programs, and issues at the Library and beyond.
- May perform opening and closing procedures.
- Know and practice ALA's Code of Ethics.

Knowledge, Skills, Qualifications, and Experience for this Position:

- Strong, effective communicator, both verbally and written for administrative and presentation purposes.
- Basic knowledge of office procedures and equipment.
- Ability to exercise initiative, tact, leadership, and independent judgement.
- Basic computer skills.
- Some knowledge and experience of library organization and/or willingness to learn more.
- High school diploma or equivalent, and at least 2 years of experience which demonstrate the ability to perform the duties of the position.

Physical Demands:

While performing the duties of this position, employee is frequently required to use a computer for 4-6 hours/day, frequently sit, move, or stand for office and/or event functions, and sit in and conduct meetings with individuals and groups. Employee may lift stacks or boxes of books, equipment, supplies, tables and chairs, up to 50 pounds and push heavy book carts and loaded dollies. This position also requires bending, stooping, and reaching.

Additional Information:

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Employment subject to background check.

The essential duties of this position and the library's safety protocols require vaccination for COVID, therefore, an up-to-date COVID vaccination status is a requirement of this position.

Rev. 2022.9.12