

2024-2025 AmeriCorps Member Position Description



Partner Organization Name: East Baton Rouge Parish Library

Corps Member Position Title: Volunteer Coordinator

Supervisor: Tara Dearing

Days/Hours of Service: 5 days/40 hours, currently M-F, 8:00-4:30

Physical Location: Main Library at Goodwood; 7711 Goodwood Blvd., BR LA 70806

Organization Mission and/or Goals:

The East Baton Rouge Parish Library is a community service organization that connects our citizens with information, resources, materials, technology, and experiences in order to make a positive difference in their lives.

Program Mission and/ or Goals:

Currently, we are working with our AmeriCorps member to identify where volunteers are needed most and grow our database of volunteers and volunteer organizations. In this next year, we hope to continue adding new volunteers as well as establishing regular routines for some of our volunteers to help out at our larger programs. We will also begin adding some of our smaller needs into the volunteer program.

Member Position Summary:

Volunteer Coordinator: The Corps Member will be working with the Children's Services Coordinator and the Children's Literacy Initiative Librarian to continue operations for our Home Library Project pilot, Press Start Kindergarten Readiness Program, and overseeing the volunteer program that will support these and other new programs to serve our community's literacy needs. The volunteer program will be used for reading programs at multiple locations, stack maintenance, digital archiving, advocacy, STEM, and other program delivery.

Essential Functions of Position:

- Upkeep and updating, as needed, of the Training Manual for volunteers
- Overseeing training schedules of new in-house volunteers

- Recruitment of volunteers to the volunteer program
- Management of all volunteers and their assigned service engagements
- Monthly maintenance of the Community Connections page for our Press Start program
- Monthly maintenance of inventory for the Home Library Project
- Active participation in the Home Library Project at all 6 schools
- Sounding board and committee member for launching new literacy initiatives
- Overseeing in-house volunteer service tasks

Skills, knowledge and trainings the corps member should expect to gain from this position

- Improved verbal communication skills
- Experience with Canva
- Some graphic design
- Project management
- Project analysis and evaluation skills

Ideal Candidate Qualifications

- Basic Microsoft Office Suite skills
- Team player attitude
- Good written and verbal communication

Required Transportation Requirements (ex: own vehicle or able to bike to site)

Must have reliable transportation to and from the library