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 Tu-Sat 9:30-5:30

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 make note of what is needed to complete our training procedures and manual to get a volunteer program off the ground, hopefully in the next year. We have made great strides to figure out our needs this year and have begun writing an outline for the manual but need to now focus on the financial and staff component as well as the training requirements that must be set before we can finalize our launch of the volunteer program. In this next year, we hope to finish the procedures and manual, then start marketing for volunteers to join the 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 completing the preparations for the launch of a 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:

- Creation and completion of Training Manual for volunteers
- Recruitment plan solidified and implemented to begin staffing 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
- Knowledge of manual creation and maintenance

Ideal Candidate Qualifications

- Basic Microsoft Office Suite skills
- Team player attitude
- Good written and verbal communication
- 2 years of college minimum

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

Must have reliable transportation to and from the library