

2022-2023 AmeriCorps Member Position Description



Partner Organization Name: East Baton Rouge Parish Library

Corps Member Position Title: Volunteer Coordinator

Supervisor: Mary Stein

Days/Hours of Service: Will vary – Often 9-6 with 1 hour lunch

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:

Create a sustainable Volunteer Service that can be rolled out throughout the Library system

Member Position Summary:

Volunteer Coordinator - The Corps member will, in consultation with the Assistant Library Director and other library staff, basically "create" this position. This will mean interviews and analysis of potential volunteer job positions, detailed job descriptions, training materials, as well as tools for recruitment and deployment. Positions might involve Stack Maintenance, STEM and Making activities, digitization, Children's program assistance, as well as general library advocacy. Once the Volunteer Coordinator position has solidified, we will use the recruitment paths created by the Corps member to fill this position.

Essential Functions of Position:

- Learn/ understand different service areas provided by Library system.
- Understand confidentiality and customer service protocols.
- Interview staff to understand job description of a potential volunteer for that service initiative. Review job description with staff.
- Analyze and then articulate steps for training and execution of specific tasks within each job description.

- Design training module per each job description.
- Recruit volunteers.
- Train volunteers.
- Assess training and adjust as needed.

Ideal Candidate Qualifications

Strong written and oral communication skills. Logical thinking, especially to break down, analyze and create training. Ability to think creatively.

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

Own vehicle or able to bike to the site; Main Library is on a CATS route.