

Please send a PHCSA employment application, which is available on our website (eastlakelibrary.org), to the attention of Lois Eannel, Library Director, at lois-e@eastlakelibrary.org

P H C S A

Palm Harbor Community Services Agency, Inc.

EAST LAKE COMMUNITY LIBRARY

VOLUNTEER COORDINATOR – P/T (28 hours/week)

Starting Salary: \$20/hour

The duties below are representative of the duties of the position and are not intended to cover all the duties performed by incumbents of any particular position.

DEFINITION

This paraprofessional position involves coordinating all on-site and off-site library volunteer activities. An employee in this category exercises considerable judgment and discretion in performing advanced library duties. Employee will be responsible for coordinating and assisting in library programming. Continuous public contact requires the exercise of considerable patience, tact and diplomacy. Work is performed under the supervision of the Assistant Director and is reviewed through conference, personal observation of performance and inspection by the supervisor.

ILLUSTRATIVE DUTIES

1. Recruits and trains new volunteers.
2. Schedules and maintains a list of volunteers for various tasks.
3. Receives complaints and takes steps to see that they are addressed.
4. Organizes and schedules meetings and events; prepares agendas and other information for meetings.
5. Prepares statistical and other required reports.
6. Work with all library Dept. Heads to understand and assist Department needs.
7. Review and evaluate effectiveness of each volunteer.
8. Attend staff meetings as needed.
9. Maintain a Volunteer Handbook.
10. Perform other duties as required, including shifts on the Circulation Desk

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or GED required and two (2) years of library experience preferred. Bachelor degree preferred. Computer experience is required.

Must be able to stand/walk during shift for approximately 3 hours, as well as easily lift 10 pounds and push/pull book/equipment cart.

Knowledge and Abilities:

- Knowledge of office and library practices and procedures, equipment and supplies.
- Ability to compile data, and write clear and comprehensive reports.
- Ability to establish and maintain effective relations with volunteers, employees and the general public.
- Ability to use discretion in handling confidential information.
- Ability to perform work independently and with a minimum of supervision.
- Ability to follow complex verbal and written instructions.
- Ability to work evenings and weekends.

I have read, understand and am able to perform the job description without additional accommodations.

Signature

Date