MARSHFIELD PUBLIC LIBRARY

JOB DESCRIPTION ESTABLISHED: October 2011

TITLE: Library Specialist III – REVIEWED/REVISED 4/2015, 3/15/16

 Program & Volunteer Coordinator

SECTION: Administration Support Team SUPERVISED BY: Library Director

SUMMARY

The employee in this position is responsible for coordinating program details and volunteers for the Library, including financial, personnel and official records. The position requires strong written and oral communication skills. Employee works with other staff members throughout the Library to coordinate Library programs. Employee organizes, directs, manages and supervises volunteers. The position requires a thorough knowledge of the procedures and policies of the Library as well as a high degree of confidentiality. This 20 hour per week position has a set of basic hours with variances to include nights and weekends.

DUTIES/EXAMPLES OF WORK

LIBRARY PROGRAM SUPPORT (45%)

1. Books talent and rooms for Library programs.
2. Reserves equipment for Library programs.
3. Communicates desired room setup and equipment needs to maintenance staff.
4. Coordinates meeting scheduling for groups and sends proper public notices when required.
5. Prepares, edits and sends press releases, flyers and notices, Internet postings. Arranges for publicity after proof reading andapproval by the Director or Director’s designee.
6. Arranges for recording of programs by cable access.
7. Selects, purchases, transports, sets up and cleans up necessary supplies and refreshments for library events.
8. Supports Library performers, speakers and groups on the day of events.
9. Assists Library staff with hospitality or program concerns.

VOLUNTEER COORDINATION (40%)

1. Develops service descriptions for a variety of volunteer positions working closely with Library staff.
2. Responsible for the in-processing of new volunteers.
3. Evaluates volunteer skills and abilities matching them to volunteer positions and arranges for training.
4. Arranges for meetings, events, activities and special projects, including volunteer recognition.
5. Maintains official volunteer files including records of service, tasks assigned, training received, performance evaluations, and background checks or discipline.
6. Explains and interprets policy when routine questions arise.
7. Interprets and disseminates communication between staff and volunteers – alerting Director or appropriate staff member when problems are perceived.
8. Promotes and recruits volunteer opportunities
9. Publicizes volunteer activities.
10. Maintains file of incident reports.
11. Maintains computer mailing list for Friends of the Marshfield Public Library newsletters and MPL events.

OTHER DUTIES AS ASSIGNED (15%)

1. Types reports and correspondence as required by Director.
2. Maintains adequate hospitality supplies and order in the shared kitchen.
3. Includes occasionally filling staff supply requests.
4. Other duties as assigned.

KNOWLEDGE AND ABILITIES

1. Ability to communicate effectively with staff and public and maintain effective public relations.
2. Ability to recruit, develop and supervise Library volunteers in a manner which encourages efficiency, cooperation, and good morale.
3. Knowledge of office and business procedures.
4. Ability to key50 words per minute with high accuracy.
5. Familiarity with and ability to operate microcomputer word-processing, database and spreadsheet programs.
6. Ability to operate standard business machines.
7. Must be able to work well with others, exhibit a high degree of confidentiality, and be adaptable to shifting priorities.

# PHYSICAL DEMANDS OF POSITION

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: keyboarding, writing, filing, and sorting.
5. Handling: processing, picking up and sorting mail.
6. Lifting and carrying: 50 pounds or less.
7. Pushing and pulling: objects weighing 60-80 pounds on wheels.
8. Sitting, standing, walking, climbing and stooping.
9. Talking and hearing; use of telephone.

# MENTAL REQUIREMENTS

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor.
3. Ability to deal with abstract and concrete concepts.
4. Ability to interpret technical regulations and instructions.
5. Communications skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division).
7. Reading ability: effectively read and understand information contained in memoranda, reports, bulletins, etc.
8. Time management: set priorities in order to meet assignment deadlines.

ENVIRONMENTAL/WORKING CONDITIONS

1. Schedule includes night hours and weekend hours.
2. Predominant inside work environment.

EQUIPMENT USED:

Calculator, cash register, computer, printer, copy machine, fax machine, telephone, typewriter, coin-ops,

dolly, book truck, automobile, other equipment as technology advances.

# EDUCATION AND EXPERIENCE

1. Minimum two years of post high school technical training related to job requirements including course work in human resources and/or communications.
2. Familiarity with and ability to operate microcomputer word-processing, database and spreadsheet programs. (Specifically Microsoft Word, Excel, and Access).
3. Desire a minimum of one year experience with volunteers.
4. Ability to transport needed supplies and refreshments.
5. Experience with program planning desired.