

Volunteer Coordinator

The Volunteer Coordinator is responsible for recruiting, training, and management of all volunteers for the library system. This is a highly responsible but rewarding volunteer job, requiring approximately 15 hours per week.

Examples of Duties:

- Speaks to others about volunteer opportunities at the library
- Reviews applications for volunteer positions
- Interviews volunteer applicants
- Matches volunteers with an appropriate job
- Schedules volunteers
- Provides or arranges for training for volunteers
- Gives “TLC” and feedback to volunteers about their job performance

Qualifications:

- Experience in working with volunteers desirable
- Public speaking skills or/and community involvement a plus
- Good basic computer use skills
- Ability to work effectively with the staff and the public

Time Frame:

- Works approximately 15 hours per week.
- Contracts for six months of service.

Supervisor:

- Library Director or Associate Director

Location:

- Chestatee Regional Library Headquarters