

**BANDON LIBRARY FRIENDS AND FOUNDATION
(BLFF)
VOLUNTEER POSITION DESCRIPTION**

1. Position Title

Book Club Program Coordinator

2. Work Location

Most activity will be on your own at home. Meetings of the BLFF, which may be attended, are monthly in the Sprague Community Room at the Library. The Sprague Community Room may be reserved for special events.

3. Purpose of the Position

The BLFF wants to encourage lifelong learning and reading by acknowledging and providing materials for community book clubs.

4. Responsibilities and Duties

- Coordinate an annual social event to encourage community book club members to meet, share their reading and future plans, and provide suggestions for future Book Club Kit* titles. (See Checklist for BLFF Events in the Sprague Community Room.)
- Coordinate, in consultation with local book clubs, the selection of book titles for the Book Club Kits.
- Coordinate the creation of Book Club Kits and submit them to the library for checkout/distribution.
- Develop and maintain a list of the local community book clubs.
- Promote the use of Book Club Kits.
- Recruit at least one local book club member to advise and assist with program tasks.
- Serve as an advisor to people in the community who may wish to set up a book club.
- Occasionally review the state of Book Club Kits to assure they are complete and in good repair.
- Report to the BLFF Board annually on the Book Club Program.
- Develop a budget annually for the materials required to meet the goals of the program.

5. Qualifications

- An organized person who wishes to promote and support community book clubs.
- The ability to maintain contact via phone and email with BLFF and book club members.
- The ability to coordinate and participate in the creation of Book Club Kits.

6. Commitment Expected

This position could be filled by a part-year resident and is a relatively independent volunteer position. Spend 10-20 hours twice per year creating a Book Club Kit for a selected book title. Spend 10-20 hours to hold one event annually for all community book club members. It would include refreshments and a planned agenda and require some marketing and contacting of club members. The Coordinator would report at least annually to the BLFF Board on activity and obtain budget approval for planned activities.

7. Training

This is a new position. The coordinator would develop the procedures and policies for the position and identify any training required.

8. Other

This volunteer program is a BLFF Special Project. The Special Projects Chair will consult with the Book Club Program Chair and with the Board President and/or the Board as needed.

***Book Club Kits**

Book Club Kits contain 10 copies of a book title, and a notebook with discussion questions, information about the book, the author, and other materials of interest to book club members. Each kit comes in a plastic tote box/bag.

A kit is checked out to one book club member who is responsible for all of the materials. The group may keep the kit for up to 8 weeks. Each group is asked to add a page to the "Feedback Section" with their comments on the book and the program.

Titles are added as funds and resources become available. The budget for a kit is approximately \$180 - \$200. The BLFF currently plans to fund two kits each year. Book clubs are encouraged to suggest titles for future additions by contacting the Chair of the Community Book Club Program.