

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

1. Position Title

Volunteer Coordinator

2. Work Location

Most work is performed at home or at the Bandon Library. Meeting space, if needed, computers and Internet access are available at the library. BLFF Board meetings take place in the Sprague Community Room at the Library.

3. Purpose of the Position

The BLFF Volunteer Coordinator recruits and coordinates volunteers. The coordinator works with program chairs so all events that need volunteers are covered. The Volunteer Coordinator provides orientation training for new volunteers.

4. Responsibilities and Duties

- Recruits new volunteers and promotes the BLFF's volunteer program using local media, advertising, community meetings and other methods as appropriate.
- Holds periodic volunteer meetings to discuss opportunities, training, job satisfaction, upcoming events and ongoing activities.
- Works with BLFF Board, program chairs, the Library Director and the strategic planning committee to identify needs and opportunities for volunteers and to fill their volunteer needs.
- Works with program chairs to maintain volunteer position descriptions
- Develops and coordinates recognition programs/activities, rewarding volunteers with thank-you notes and other acknowledgments.
- Chairs the annual Volunteer Appreciation Luncheon.
- Contributes articles to the quarterly BLFF Newsletter detailing volunteer activities and recognizing volunteers, and provides information for the BLFF website.
- Instructs and orients volunteers on BLFF By-Laws, operations and programs and about Library programs, services, and activities to assure volunteers comply with all applicable BLFF, Library and City policies and procedures.
- Establishes and maintains records of volunteer information and activity.
- Develops and monitors a program budget.
- Provides periodic reports to the BLFF Board on Volunteer Program activities.

5. Qualifications

- An organized person who wishes to promote and support the mission and goals of the Bandon Library Friends and Foundation.

- Good people and volunteer recruiting skills.
- Ability to spend at least an hour each week in contact, meeting or other recruiting or communications activities.
- The ability to maintain contact, via phone and email, with volunteers, potential volunteers, BLFF members and BLFF Board members.

6. Commitment Expected

The Volunteer Coordinator is new BLFF position. With the exception of regularly scheduled Board Meetings and program activities, no specific work schedule is deemed necessary. There may be a significant commitment at the beginning to organize the function and records. Thereafter, approximately ten hours per month is expected to be maximum time commitment.

In December and July, book sales and increased new/renewing membership volume create more activity and the commitment may increase slightly.

Attending BLFF Board meetings is desirable and adds about 2 more hours monthly.

7. Training

- BLFF Volunteer Coordinator will be afforded the opportunity to attend various online and face-to-face seminars and conferences around the state that assist nonprofits in volunteer management and recruitment.
- Review existing documentation.