**Cider Mill PTA Job Description**

Library Volunteer Coordinator Co Chairperson

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| Outgoing |  |  |
| 2017-18 | Jen Fila  Jackie Couch | jennfila5@gmail.com  jackie.couch13@gmail.com |

**Overview:**

**The Library Volunteer Coordinator is r**esponsible for coordination of volunteers to work in the Cider Mill Library. This includes contacting previous volunteers prior to the school year, getting sign up sheets to room reps for Open House, recruiting volunteers, setting the schedule, providing schedule updates and changes throughout the year, notifying volunteers of school schedule changes (i.e. short days, testing schedule), etc.

It also includes assisting the librarians as needed and communication (usually through email) with the volunteers of any instructions or requests. Also required is the coordination of training (librarians do the bulk of the training).

Finally, the library coordinator also assists with such items as over due lists, managing fines and refunds, and entering new books into the system. (These last items are part of the library aide job description, but since there is no aide, the library coordinator has helped take on these responsibilities.)

**Timeframe:**

The bulk of the job is done at the beginning of the school year. Prior to the beginning of the year, the coordinator touches base with the librarians, and contacts previous volunteers to see who is returning and if anyone can help out in the library before an official schedule is set. Prior to open house, the coordinator gets sign up sheets to the room reps for distribution. Once the sign up sheets are received, the coordinator sends a form to those interested to fill our what days and times they are available to volunteer in the library. Once the forms are received back, the coordinator sets the schedule, plugging in the names in the appropriate day/times. This happens within the first two weeks of school, so that volunteers can begin working in the library by the third week (or earlier if possible). Children cannot check out books until the volunteers have been trained and are scheduled. Training occurs during this time as well, usually two ½ hour meetings (to give all volunteers an opportunity to come in for training) scheduled at the librarians convenience. Once the schedule is set, the coordinator keeps the email list up to date and periodically emails volunteers with information and updated schedules as they change from time to time. At the end of the year, the volunteer coordinate helps coordinate a thank you “party” for the volunteers.

**Volunteers:**

The library can use as many volunteers as it can get! Usually about 30. This is a long term, full school year commitment, that requires training on the library cataloging system (not hard) and training on how books are shelved, as that is also a huge part of the volunteers job.

In this role you will work with the librarians on a regular basis. They are great and extremely appreciative of what we do.

All the forms, schedules, spreadsheets, etc are created, and will be passed on to the next Volunteer Coordinator.