

Volunteer Chair

Teams with Membership and Nominating chairs

The purpose and mission of the Friends of the Inver Glen Library shall be to maintain an association of persons interested in library services, to focus attention on library services, facilities, and needs, and to stimulate gifts, endowments and bequests

Overview of Position: Bring members and community into the library for activities providing them with new learning experiences, exposure to members of community with like interests in the library setting.

Key Responsibilities:

Communicate to members and the general public opportunities to volunteer.

Coordination of volunteers for projects and activities sponsored by FoIGL.

Maintain a list of volunteers to notify of programs and activities sponsored by FoIGL.

Work with Membership chair for accurate volunteer list and new members

Works with Nominating chair to provide names of interested volunteers for the Board.

Categorize member volunteers into lists of activities each has indicated they are interested in to facilitate organizing assistance for each sponsored activity or program.

Work with program director of each activity to obtain number of volunteers they need and keep in contact with director as to progress.

Follow up attendance of volunteers who have helped with each program and for total number of volunteer hours annually.

Attend Board meetings and special meetings.

Qualifications: Volunteers need to be empathetic, great communicators and comfortable working as part of a team towards shared goals and targets. Confidentiality, effective organizational skills and strong work ethic contribute to a successful volunteer pool.

Cultivate and enhance member participation, experiences for retention

Embrace members skills and share with other departments for new ideas

Willingness to use the computer for record keeping and board communication.

Accountable to:

Friends of Inver Glen Library Board

Internal relationships: with library staff; as volunteer for Friends' activities and events

External relationships: Be alert to opportunities to invite others to participate with Friends; Facilitate bridge between community/FoIGL/library

Training and Support Provided or Available for this Position:

Previous position holder will provide instruction

Orientation by board member

Time commitment: 2-4 hours/activity; book sale 1-2 hours/day depending on response; 2-3 hours initially compiling and updating volunteer list