



**Clearwater Library Foundation Inc.
Clearwater Public Library System
Volunteer Coordinator Position**

Salary Range: \$12.00-\$14.00 per hour for 20 hrs. /week

Job description

Provides assistance to library administration and program coordinators by performing tasks relating to the recruiting, interviewing, placing, monitoring and recognizing of library volunteers. Work is performed under general direction and is reviewed through conferences and results obtained. Position is funded and hired through the Clearwater Library Foundation. Clearwater Public Library System Library Director supervises the position.

DUTIES AND RESPONSIBILITIES:

- Coordinates the functions of a comprehensive library volunteer program.
- Assists in the development, implementation and communication of policy and procedures related to the volunteer program.
- Recruits and assists in the interview, selection and placement of volunteers for positions in all library locations. Develops volunteer recruitment strategy with supporting recruitment materials.
- Coordinates the application process paperwork and background checks.
- Assists in identifying areas of potential volunteer assistance and in development of job descriptions.
- Assists in the coordination of training for library staff on the use of volunteers; periodically updates library personnel on the program's purpose and policies.
- Ensures that volunteers have necessary training and resources including workspace, materials, clear direction, and proper supervision.
- Develops and maintains a method for volunteers to sign-in and insures open communication so that volunteers receive notices about training, special events, and new volunteer opportunities. Maintains records on volunteer activities.
- Assists in organizing a publicity plan to keep advocacy groups and the community informed about the volunteer program. May make presentations to citizens, community agencies and organizations explaining and promoting the volunteer program.
- Coordinates and assists in organizing volunteer recognition ceremonies and providing on-going support and recognition for volunteers.
- Participates in the annual volunteer program evaluation.
- Assists in the coordination of business and community partnerships.
- Implements and monitors contractual agreements with outside agencies for volunteer services (e.g. RSVP); recommends additional agreements that will fulfill the Library mission.
- Develops and maintains records and statistics on the extent, nature, and value of volunteer activities.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus one (1) year of experience in a library or related to or similar to the above mentioned duties and responsibilities. Further education in a relevant area highly preferred.

TO APPLY: submit completed application to Jennifer Obermaier, Library Director, 100 N Osceola Ave, Clearwater, FL 33755 or jennifer.obermaier@myclearwater.com.



**Clearwater Library Foundation Inc.
Volunteer Coordinator
Clearwater Main Library Administration**

Last Name, First Name _____
 Address _____ City _____ Zip _____
 Home Phone _____ Other Phone _____
 Social Security # _____ (requested for the purpose of payroll eligibility and background checks, and will be used solely for those purposes)
 E-Mail address _____
 Driver license# _____

Record of Education

Type of School	School Name –State	Date Attended	Graduated		Degree	Major Field of Study
			Yes	No		
High School						
Undergrad College						
Grad School						

Work History

Organization/Employer	Address, City, State, Zip
Title	Supervisor's Name, Title & Phone#
Start/End Dates	Hrs. Per Week
Description of duties and responsibilities	
Reason For Leaving	

Work History

Organization/Employer	Address, City, State, Zip
Title	Supervisor's Name, Title & Phone#
Start/End Dates	Hrs. Per Week
Description of duties and responsibilities	
Reason For Leaving	

Volunteer History

Organization Name and address
Description of duties and responsibilities
Hrs. Per Week and Dates Volunteered:

Have you ever been arrested and convicted of a felony? ___yes ___no
If yes, please explain. _____

Please list one additional professional reference not included above. State their name, job title, address, and phone number. _____

List any additional information you would like us to consider when reviewing your application, including any computer skills and/or experience you have: _____

I voluntarily authorize and grant full consent to the Clearwater Library Foundation Inc. to conduct a thorough investigation into my prior volunteer work/employment and any other areas of my background, including criminal background.

I certify that the information contained in this application is correct and complete to the best of my knowledge. I understand that any false information provided by me to the Clearwater Library Foundation, Inc. may constitute grounds for immediate discharge regardless of when the information is discovered by the Clearwater Library Foundation, Inc. I understand my work is contingent on successfully passing any background investigation and any information discovered about me during the investigation which was deemed by the Clearwater Library Foundation, Inc. to be unsatisfactory may constitute grounds for immediate discharge, also regardless of when discovered.

I understand that the Clearwater Library Foundation Inc. may require drug and alcohol testing prior to my volunteer work.

Signature

Date

Submit completed application to:
Clearwater Library Foundation
100 N Osceola Ave.
Clearwater, FL 33755

In addition, please email application to:
Judy.melges1@myclearwater.com, Jennifer.obermaier@myclearwater.com,
linda.rothstein@myclearwater.com