



# Topeka Genealogical Society Volunteer Position Description

## **Position Title: Library Volunteer Coordinator**

**Reports To:** Board of Directors

**Purpose:** The Library Volunteer Coordinator Volunteer maintains a current list and schedule of active volunteer librarians. He/she is responsible for providing orientation and training of new library volunteers, and providing information to all library volunteers about changes in library operating procedures, policies or other situations related to library operations.

**Location:** Most of the Coordinator's duties can be performed remotely, with the occasional need to be physically present in the library or in meetings at other mutually-agreed upon locations to meet with Library Volunteers or provide training.

## **Key Responsibilities:**

- Maintain a current contact list and schedule of active library volunteers and substitutes.
- Provides current library volunteer contact list to webmaster, for posting on the TGS website.
- Utilizes [tgslibrarycoord@gmail.com](mailto:tgslibrarycoord@gmail.com) email account for all official correspondence on behalf of TGS.
- Maintains online library volunteer calendar, in [tgslibrarycoord@gmail.com](mailto:tgslibrarycoord@gmail.com) Google account (calendar is linked to and displays on the Library volunteer page of the TGS website).
- Develops and maintains training materials and handbook for Volunteer Librarians.
- Provides basic orientation and training to new library volunteers and assigns them to available slots in the work schedule.
- Communicates periodically with all library volunteers, providing updates on changes related to library operations policies or procedures, or other situations that impact library operations.
- Serves as the contact point for volunteer librarians when questions arise, or a substitute is needed to cover a shift. Contacts substitute librarians to arrange to fill vacant shifts as need arises.
- Is encouraged to attend and participate as a non-voting team member in monthly TGS Board meetings. Provides periodic reports to the Board.

- Other duties as assigned.

**Length of Appointment:** The Library Volunteer Coordinator is appointed by the Board of Directors, and may serve for as long as is mutually agreeable between the Board and the Coordinator.

**Time Commitment:** Variable.

**Qualifications:** Basic knowledge of computers, word processing and email applications is needed. Familiarity and experience with TGS library operations and procedures is strongly preferred. Good interpersonal communication and people management skills are important, as well as a strong customer service orientation. A desire to learn and develop new skills is encouraged. Pleasant manner, patience, problem-solving ability, dependability.

**Physical Requirements:** Primarily light office duties and desk/computer work.

**Approved by:** Board of Directors on August 11, 2023