

MEETING NOTICE: There will be a Meeting of the  
Human Resources Committee of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, July 18, 2017, at 4:30 p.m.,  
Blanchard Community Library, Hardison Room,  
119 N. 8<sup>th</sup> St., Santa Paula, CA 93060.

## AGENDA

### A. CALL TO ORDER

### B. APPROVAL OF THE ORDER OF THE AGENDA

### C. PUBLIC COMMENT

Public comments are welcomed and encouraged. The chairperson will acknowledge visitors wishing to speak on a topic on the special meeting agenda. Only public comments relating to a topic on the agenda will be accepted. The Committee is prohibited from taking action on any item not part of the printed agenda. When addressing the Committee, please stand to be recognized, state your full name and address, and direct your comments to the entire Committee.

The Library Board of Trustees requests that speakers conduct themselves with civility and keep in mind the rights and well-being of all members of the Santa Paula community.

### D. OLD BUSINESS

None

### E. NEW BUSINESS

- a. Volunteer Coordinator Job Description (information, discussion, possible action)

### F. ADJOURNMENT

*In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, Interim Director of the Blanchard/Santa Paula Community Library, at 805-525-2394. Notification 48 hours before the meeting will enable reasonable arrangements to be made.*

# Volunteer Coordinator

FLSA Category: non-exempt	Reports to: District Director
Rev Date: July 2017	Approved by:

## **Job Summary:**

Develops, administers, and coordinates the recruitment and utilization of volunteer resources that supplements and complements regular staff.

## **Essential Duties and Responsibilities:**

- Develops Guideline for Volunteers in conjunction with District Director
- In concert with key staff and volunteers, identifies and develops a variety of meaningful jobs and written job descriptions for volunteers.
- Reviews volunteer application forms, conducts initial interviews, reference and background checks, and recommends placement of volunteers based on volunteer skills, interests, and availability
- Works with staff regarding scheduling volunteers
- Addresses requests for volunteer reassignments and other issues as they arise
- Develops and maintains a volunteer tracking system and submits monthly statistics of volunteer activities as well as annual statistics for state reports.
- Establishes and maintains regular outreach and recruitment efforts
- Serves as liaison to volunteer organizations
- Develops appropriate formal and informal volunteer recognition programs
- Other duties as requested, directed or assigned.

## **Education, Skills, and Experience:**

- Some administrative experience

## **Job Knowledge, Skills and Abilities:**

- Good people and communication skills
- Adept with planning, organization, and tracking
- Moderate proficiency with Microsoft Word.
- Ability to effectively resolve conflict.
- Ability to assist patrons in a cheerful efficient manner.
- Knowledge of and skill in operating office equipment, including personal computer and computer programs including word processing applications.
- Able to provide and follow oral and written instructions and procedures.
- Ability to establish and maintain positive, effective working relationships with other employees and the public.

## **Supervisory Responsibilities:**

- Provides guidance, assistance, and training for volunteers and interns

**Physical Demands:**

- Lift, move, and carry library books, materials, tables, chairs, equipment, and other items up to 40 pounds.

**Work Environment:**

The work environment is indoors with high ceilings, is air conditioned and heated, and is illuminated with fluorescent lighting.

Computer stations are set up on tables and standard height counters. The designated area for children has low cushioned seating and a puppet theater; the book shelves are anchored and secured to the floor per code.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

(Adopted by the Board of Trustees of the Blanchard/Santa Paula Library District on [\_\_\_\_\_]. Prior job descriptions repealed.)