



JOB DESCRIPTION

POSITION INFORMATION

Title:	Volunteer Coordinator	Supervisor:	Library Director
Location:	Martin Library	Classification:	Part-Time/Non-Exempt
Department:	Main Desk	Hours:	22 hours per week
Schedule:	Mon, Wed 1-6, Tues, Thurs 9:30-3:30, Occasional weekends		

GENERAL DESCRIPTION

The Volunteer Coordinator will assist a diverse population of volunteers in identifying library services and resources that interest them. The Volunteer Coordinator will also assist Adult Accelerated Rehabilitative Disposition (ARD) participants who apply for placement at Martin Library as appropriate. The Volunteer Coordinator will be aware of programs and services offered at the library and seek individual volunteers to support those services.

EDUCATION & EXPERIENCE REQUIREMENTS

- Minimum of associate's degree or 2 years working with volunteers in the community.
- Candidate must be computer proficient.
- Candidate must be able to build relationships with individuals, community organizations and businesses.
- Bilingual (Spanish & English) preferred.
- Experience working and/or volunteering in an urban setting required.
- PA Child Abuse Clearance, PA Criminal History Clearance, FBI fingerprint-based Criminal History Clearance, and Mandated Engages library staff in the selection, orientation and training process for new volunteers (onboarding)
- Reporter Training Certificate are required.

GENERAL REQUIREMENTS

Candidate must enjoy being a team player and providing excellent customer service to a diverse population. This position requires someone who has strong communication skills and who is truly enthusiastic about helping the library community. It is important that the candidate be dependable, a self-starter and feel comfortable working with individuals of all ages and backgrounds.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, sit on the floor and kneel occasionally throughout work shift.
- Must be able to reach, lift, and stretch throughout the work day.
- Must be able to stand and/or walk up to four hours at a time.
- Must be able to sit for up to four hours at a time

DUTIES AND RESPONSIBILITIES

- Recruit, orient and train library volunteers at Martin Library
- Connects with library staff to determine volunteer needs, including skill sets, shift openings and special projects
- Seeks volunteers to fill requested needs by the library or individual departments
- Engages library staff in the selection, orientation and training process for new volunteers (onboarding)
- Is proficient with SPARK (ILS) and other library tasks such as shelving
- Reviews and processes paper and online volunteer applications
- Connects with and assists all YCL volunteer recruitment and retention staff.
- Represents Martin Library at community events and meetings to recruit volunteers
- Develops and maintains needed volunteer database with full functionality
- Tracks volunteer statistics and prepares reports
- Updates volunteer information in SPARK
- Connects with, recognizes and awards active volunteers on a regular basis

- Engages current volunteers in the recruitment process
- Interviews ARD candidates and makes decisions on placement at the library
- Maintains records required by the county to track ARD participants, keeps records for each participant
- Other duties and special projects as assigned

ADDITIONAL INFORMATION

Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment.

Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit www.yorklibraries.org/apply to complete an employment application.
