



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

VOLUNTEER DEVELOPMENT SPECIALIST HUMAN RESOURCES LIBRARY 21C

(30 hours per week, exempt)

Position # 210746003

- DATE POSTED:** October 2, 2019
- LOCATION:** 1175 Chapel Hills Dr., Colorado Springs, CO 80920
- SALARY RANGE:** **\$22.83** per hour + partial benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)
- POSITION HOURS:** 30 hours per week per the following schedule:
Monday – Friday 8 a.m. – 3 p.m.

Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

APPLICATION PROCEDURE:

1. Complete a PPLD online application located at ppld.org/jobs.
2. **Required: Resume and cover letter submitted in the following file types: .doc, .docx, .pdf, .htm**
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, Ext. 6086.

CLOSING DATE: This position will remain open until filled; preference given to applications received by **October 16, 2019** at 9:59 p.m., MDT. PPLD will conduct ongoing screenings of applications on a first come-first serve basis; as soon as we determine to have a qualified pool of applicants, this position may close quickly and without notice.

CONDITIONS OF EMPLOYMENT:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met
- must understand and comply with PPLD's drug-free workplace policy
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law

As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

EOE

VOLUNTEER DEVELOPMENT SPECIALIST (cont.)

Position Summary: Operates in a diverse environment to help fulfill the Library's mission by implementing policies, procedures, and activities that build a robust and effective volunteer program.

Essential Functions

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

- Supervises volunteer services program, including development and implementation of consistent practices and policies; ensures effective risk management.
- Develops, implements and manages different strategies for recruiting volunteers.
- Acts as liaison to Young Adult Services to coordinate volunteer support efforts.
- Manages volunteer application process, including background checks and placing volunteers.
- Maintains database to track recorded hours; Provides data for value of services to be used in reports, grants, and gift campaigns.
- Keeps PPLD, management team, leadership team and Board of Directors apprised of important updates and changes with the volunteer program.
- Creates and manages volunteer onboarding process that includes a volunteer orientation process.
- Determines and manages appropriate volunteer recognition programs.
- Works with supervisors to develop volunteer training program with duties and expectations.
- Seeks out and implements corporate volunteer opportunities.
- Updates and maintains volunteer handbook.
- Maintains confidentiality in all staff and customer interactions.
- Performs administrative functions as required, including annual budget recommendations.
- Works with marketing on developing materials or strategies for targeting and increasing volunteer numbers.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Pursues independent learning through research, workshops, conferences, and online learning; makes recommendations for new or enhanced initiatives.
- Provides backup support for other Human Resources functions as necessary.
- Acts as liaison to Foundation and Marketing department.
- Keeps informed about Library and department information.
- Participates in special projects as assigned.
- Serves on district-wide teams.
- Represents the Library District to community agencies and professional library organizations; speaks to interested groups as requested.
- Serves on local, state and national committees; takes an active role in library or other professional organizations.
- Attends regular department meetings and scheduled all-staff meetings.
- Performs other job-related duties as assigned.

VOLUNTEER DEVELOPMENT SPECIALIST (cont.)

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Thorough knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision.
- Demonstrates knowledge of best practices in volunteer management and recruitment.
- Ability to exhibit leadership, sound judgment, discretion and professional demeanor in all situations; thinks and acts appropriately under pressure.
- Demonstrates excellent public speaking and presentation skills.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the department and with staff at all levels.
- Demonstrates exceptional ability to use applications software, including human resources management products, Microsoft Word, Excel, Access, and Outlook, along with standard office equipment.
- Ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.

Education and Experience:

1. Requires a Bachelor's degree in any field.
2. Requires a minimum of three years of experience; public library or non-profit experience preferred
3. Professional in Human Resources (PHR), Society for Human Resources Management Certified Professional (SHRM- CP) or Certification in Volunteer Administration (CVA) preferred.

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability occasionally lift up to 30 pounds.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.