



# VACANCY ANNOUNCEMENT

## VOLUNTEER COORDINATOR FRIENDS OF PPLD EAST LIBRARY (20 hours per week, flexible schedule)

**DATE POSTED:** September 2, 2019

**LOCATION:** 5550 N Union Blvd, Colorado Springs, CO 80918

**SALARY RANGE:** \$18.00 per hour NO BENEFITS

**POSITION HOURS:** 20 hours per week with a flexible schedule  
Monday – Friday

### APPLICATION PROCEDURE:

1. Complete the application found on the Friends of PPLD website
2. Download application and complete
3. Required: Resume and letter of interest highlighting your relevant work experience and qualifications for the position and three references should be submitted
4. Mail completed application and all required documents to: Friends of PPLD; PO Box 6793; Zip Code: 80904

**CLOSING DATE:** This position will remain open until filled; preferences given to applications received by September 18, 2019.

### CONDITIONS OF EMPLOYMENT:

All selected candidates...

- Are required to complete s 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 employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Friends of the 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 Friends of 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, Friends of the 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.

**EOE**

## **Position Summary**

The Friends of the Pikes Peak Library District Volunteer Coordinator is responsible for the day to day operation of the Regional Library Book Stores. The Volunteer Coordinator, an ex officio member of the Friends Board of Directors, manages the operations for the Regional Library Bookstores and special book sales including volunteers. This person serves as the Friends liaison with PPLD personnel and outside vendors.

## **General**

Time required 20 hours per week (flexible schedule)

## **Required Knowledge, Skills and Abilities**

1. Demonstrates excellent verbal and written communication skills; maintains effective relationships with Friends staff
2. Demonstrates ability to use computer software (Microsoft Office and web search programs)
3. Ability to recruit, train and manage volunteers for PPLD Friends Book Sales, Friends Regional Library Bookstores and for PPLD events as requested
4. Background in retail sales
5. Ability to work effectively as a team member, organize daily work and meet deadlines

## **Essential Functions**

1. Work closely with the PPLD Volunteer Supervisor and other PPLD Departments for compliance with PPLD policies and to coordinate Friends events or promotional needs.
2. Collaborate with Friends Treasurer, Online Coordinator and Friends staff to review & revise fiscal policies and internal controls for best business practices to protect Friends assets.
3. Review, revise and maintain procedures to manage the Friends Regional Library Bookstores and special book sales to maximize profits.
4. Determine prices for books to be sold in the Regional Library Bookstores and special book sales.
5. Recruit, train and manage volunteers for the Regional Library Bookstores, for special book sales, and for PPLD events as requested.
6. Coordinate with the District Board and Friends staff to design advertising for the Regional Library Bookstores, Branch Libraries and other Friends events.
7. Collect Friends Membership applications, send membership cards and lifetime pins as appropriate.
8. Submit checks requests as needed for supplies for book sale operations.
9. Maintain and oversee distribution of *Bookpage*.
10. Communicate with Friends members, PPLD contacts and outside vendors as appropriate. Communications include preparing and sending thank you notes, making phone calls and attending meetings.
11. Provide Finance Coordinator year-end book inventory valuations for Tax Consultant.
12. Maintain an electronic user-friendly filing system for volunteer records and other permanent records for the Friends organization.
13. Review, revise and maintain Standard Operating Procedures for the position and Bookstore operations and volunteers.
14. Perform other job-related responsibilities as assigned.
15. Meet with the President and Treasurer annually to review position responsibilities, determine if changes are needed and revise Job Description as necessary.

## **Position Qualifications (this is a Position of Trust and holder will be bonded)**

1. High School Graduate; Four Year College graduate preferred.
2. Requires experience managing volunteers for retail-type business activities.
3. Position requires the ability to lift up to 30 pounds.