**JOB DESCRIPTION**

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| *Job Title:* | Book group Coordinator Volunteer |
| *Reports to:* | Volunteer Coordinator/ Readers Advisory Manager |
| *Location:* | Marion Public Library |
| *Start Date: Date:* |   |
| *Team**Option:* |  N/A |

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| **Job Summary** |
| With so many dynamic books that the Marion Public Library (MPL) offers, the MPL needs your help with coordinating book groups, book group prep and set up, leading discussions, or assisting with clean up. Book groups may be in the library during various times of open hours. With this job, you will have the opportunity to participate in the behind the scenes work of the library as well as working with patrons. This position is great for someone who wants to be involved with patrons of all ages. This position will work directly with the Collection and Readers Advisory Manager.  |

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| **This position is for you, if…** |
| * You enjoy readers advisory
* You enjoy working independently as well as with others
* You would like to learn more about library operations
* You would like some interaction with patrons (book group coordination and discussion, directions, and wayfinding etc.)
* You love to organize
* You enjoy leading discussion on great reads
* You feel comfortable using a computer
* You feel comfortable asking for help
* You love your Marion Public Library!
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| **Knowledge and Skills** |
| * Patience, flexibility, and curiosity
* Ability to work with minimum supervision
* Basic computer skills
* Attention to detail
* Ability to work both independently and with others
* Ability to keep confidential all program attendees and any patron, stakeholder, and donor information learned while volunteering
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| **Essential Functions & Physical Abilities** |
| * Ability to sit or stand for long periods of time
* Ability to bend, stoop, reach, stand, push, pull as required
* Physical agility, strength, and dexterity necessary for handling library materials, including but not limited to retrieving, shelving, lifting, and moving library materials
* Ability to lift up/push to 35 pounds
* Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions.
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| **What you will be trained on** |
| * Orientation
* Confidentiality Training
* Relevant library policy (i.e. Programming Policy)
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| **Required Background Checks** |
| * Sex Offender Registry
* General Background Check
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