**JOB DESCRIPTION**

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| *Job Title:* | Volunteer Coordinator |
| *Reports to: Position:* | Manager of Patron Services |
| *Location:* | Marion Public Library |
| *Start Date: Date:* |   |
| *Team**Option:* |  N/A |

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| **Job Summary** |
| The Marion Public Library strives to maintain a well-organized, professional volunteer program and we could use some help. As a Volunteer Coordinator, you will be a part of the “behind the scenes” action at the library. Your work will play a critical role in keeping our Volunteer Program organized and efficient. The focus of this opportunity is to coordinate our various volunteers and maintain our volunteer database.  |

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| **This position is for you, if…** |
| * You enjoy working independently
* You would like to learn more about library operation
* You would like some interaction with patrons and other volunteers
* You want to work behind the scenes
* You love to organize
* 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 all 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
* Must be comfortable using computer software
* Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
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| **What you will be trained on** |
| * Orientation
* Confidentiality Training
* Volgistics Volunteer Management Software
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| **Required Background Checks** |
| * Sex Offender Registry
* Background check with Iowa Courts online
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