

CIDL

CLARKSTON INDEPENDENCE
DISTRICT LIBRARY

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6495 Clarkston Road
Clarkston, MI 48346

Part-time Volunteer & Engagement Specialist

The Clarkston Independence District Library seeks an enthusiastic, organized individual to join a positive, team-oriented work environment to assist with volunteer recruitment and engagement.

Salary: \$15.00- \$20.00 per hour (depending on qualifications and experience)

Hours: 10-20 per week, including some evenings and weekends

Primary job duties:

Duties include, but are not limited to:

- Volunteer Recruitment and Retention: Facilitate volunteer orientations, training, tracking, and acknowledgments.
- Collaboration: Works with staff and community members to mobilize volunteers to support internal and external programs and events.
- Communications: Effectively and regularly communicate with volunteers. Develops recruitment, onboarding and informational documents as assigned. Serves as the first point of contact for new and existing volunteers.
- Outreach: Represents the library at community events and programs. Seeks opportunities to advance the mission of the library and become a cornerstone of learning.
- Ensure that the library is always visible in the community
- Create and foster collaborations with library partners
- Utilize the Library's collaborative relationships and partnerships to assist in recruiting and placing volunteers
- Collaborate with the Friends of the Library to assist in the recruitment of volunteers

Qualifications:

- High School Diploma required; Bachelor's Degree preferred
- Demonstrated work ethic, with confidence, initiative, and enthusiasm
- Demonstrated skill in techniques for outreach and engagement, including use of social media
- Excellent interpersonal relationship skills and communication skills
- Experience and knowledge with volunteer-led organizations and recruitment
- Creative approach to problem-solving and industry trends
- Enthusiastic ability to work collaboratively
- Flexibility in scheduling, including the ability to work evenings, Saturdays, and Sundays

Reports to: Head of Marketing & Engagement

Please send resume' and cover letter to **Sissy Phillips, Head of Marketing & Engagement**, phillipss@cidlibrary.org by **Monday, February 19, 2024 by 5pm.**