Volunteer Liaison: Volunteer Coordinator Support Staff who works with volunteers at their branch of the Yuma County Library District.

Expectations of Volunteer Liaison:

1. Receive and review volunteer applications that are turned it at their location
2. Contact applicant and interview said applicant for possible recruitment
3. Check references
4. Submit volunteer approval submission, to volunteer coordinator, for all accepted applicants
5. Inform accepted applicants of rules, regulations, responsibilities, and code of ethic
6. Create a specific schedule and department for volunteer
7. Create file for all approved applicants; to include application, responses to review questions, medical form, and volunteer notification form.
8. Orientation: perform a walkthrough of Library; to include evacuation procedure and emergency response
9. Training: spend adequate time giving training to each volunteer. If you have a seasoned volunteer that is comfortable training, you can allow said volunteer to conduct training
10. If possible perform an exit interview using exit interview form.
11. Submit monthly volunteer stats to volunteer coordinator.
12. Maintain files and time sheets: 5 year retention of non-active files. 7 year retention on time sheets.
13. Appreciate your volunteers with acknowledgement, courtesy, and kindness
14. Resolve any issues exponentially. If complications arrive contact volunteer coordinator and/or supervisor.