

City of Torrance
Torrance Public Library
Volunteer Position Description

Title: Homework Help Program Coordinator

Position overview and impact: The Torrance Public Library has an immediate need for an energetic, talented, and creative volunteer to coordinate and lead the expansion of the Library's successful Homework Help Program to two new locations. The Program Coordinator will be responsible for engaging a fundraiser to secure funding and a writer to update program documents and write brochures. In addition, the Program Coordinator will also recruit volunteers to staff the program.

Key Responsibilities:

1. Select a team to ensure the successful expansion of the Library's popular Homework Help program
2. Assess the demographics, uses, and potential target audience at two library branches
3. Review and refine work plan for expansion program
4. Develop and monitor a schedule for implementing the new program and assign responsibilities to team members
5. Provide input on branding and marketing of Homework Help program to attract more volunteers and students.

Qualifications:

Proven track record in implementing non-profit programs and fundraising; excellent research and writing skills; ability to meet program milestones within a very tight timeline. Background in recruitment a plus.

Training & Support Provided:

The Principal Librarian will get you started with a methodology for measuring and analyzing existing Homework Help Centers so that you can lead the expansion of our successful program to two branches. In addition, the City Librarian and Youth Services Supervisor will introduce you to key members of the community who can provide information and support for the expansion project.

Time Commitment:

Variable hours to be arranged according to your schedule.

Length of Commitment:

The target for implementing the new programs is September 2009. After successful implementation, the Homework Help Program Coordinator may assume responsibility for supervising operations at all or some of the Library's Homework Centers.

Benefits of Volunteering:

The Torrance Public Library is all about supporting the community as they pursue lifelong educational opportunities and literacy. Be an instrumental part of extending our mission to the students who need it most. In return, you will be rewarded with an enlarged professional network within the Torrance Community.

Staff Collaborator: Principal Librarian

Contact Person: Laura Lohnes, City of Torrance Volunteer Coordinator (310) 618-2967

Selection Process:

Interested volunteers should submit a City Volunteer Application online at <http://www.tornet.com/VolunteerProgram.htm>. Be sure to use the “other” field under “Area to be placed” and indicate “Homework Help Program Coordinator.” Send a copy of your resume to llohn@tornet.com. Qualified candidates will be reviewed by the Principal Librarian and the City Librarian for further consideration.