

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB223 Library Volunteer Coordinator
<b>POSITION #/TITLE:</b> 2637 Volunteer Coordinator	<b>Adopted:</b> 08-12
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Cedar Rapids Public Library	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 07
<b>Reports To Position #/Job Code #/JC Title:</b> 2583/NB052/Public Information & Adult Program Coordinator	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Microsoft Word, Microsoft Excel
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Develops, organizes and implements volunteers programs and events for the Cedar Rapids Public Library.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of volunteers.

<b>Examples of Essential Work (Illustrative Only)</b>
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Recruits, hires, trains and supervises volunteers at the Cedar Rapids Public Library;  
 Develops and implements methods to sustain volunteer participation;  
 Maintains volunteer records;  
 Works with the appropriate staff to identify opportunities for volunteer support;  
 Schedules volunteer staff to meet the needs of the department;  
 Promotes the Library's volunteer program through public speaking and participation in community events and activities;  
 Promotes good working relations among the staff;  
 Communicates library policy to staff;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Attends work regularly at the designated place and time;  
 Supports continuous process improvement initiatives;  
 Performs related work as required.

<b>Required Knowledge and Abilities</b>
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Thorough knowledge of organization and operation of the library, of its services and resources;  
 Thorough knowledge of principles, techniques and practices of planning, developing, directing, and administering a volunteer program;  
 Skill in interpersonal relations as applied to the public and co-workers;  
 Skill in oral and written communication;  
 Skill in presentation/education for large and small groups;  
 Ability to teach volunteers library operational tasks;

Ability to operate the following equipment and tools: printers, copy machine;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to organize, coordinate and direct volunteers for the Cedar Rapids Public Library;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in Human Services or related field; and  
Some experience with managing a volunteer program; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Required Special Qualifications**

None

**Essential Physical Abilities**

Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to review a wide variety of written reports and other materials in both hard copy and electronic form;  
Sufficient manual dexterity, which permits the employee to operate a computer keyboard and process library materials;  
Sufficient personal mobility, which permits the employee to monitor and supervise library operations and to attend meetings at various locations.

<b>Position Description Approval</b>
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Director must approve new or revised position descriptions. Other department approvals are optional (i.e., supervisor, manager). **Entering name signifies approval.**

Name: <i>(Person completing form)</i>	Amber Mussman
Title:	Public Information & Adult Programming Coordinator
Date Approved:	08-12

Name: <i>(Person completing form)</i>	Bob Pasicznyuk
Title:	Library Director
Date Approved:	08-12

<b>Human Resources Department Approval</b>
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Name and Title:	Heath E. Halverson, Classification & Labor Relations Program Manager
Date Approved:	08-12

**If Bargaining:**

Name and Title:	Heath E. Halverson, Classification & Labor Relations Program Manager
Date Approved:	N/A