



VOLUNTEER POSITION DESCRIPTION

POSITION: Library Committee Member

OBJECTIVE: Assist in the redesign of the clubhouse library to enhance the user experience

ROLE DESCRIPTION:

- Assist Program Director in the redesigning of the library to better enhance function, aesthetic, ease of use, and address management of resources including:
 - Assess the current layout, infrastructure and function of the library and make recommendations for updates to staff
 - Develop a check-in/check-out process for library books
 - Create a vetting process for accepting donated books and marketing collateral
 - Inventory current resources and books
 - Develop categories and labels to keep resources and books organized
 - Coordinate library resources with website resources for consistency
 - Create resource binders and grab sheet
 - Develop a plan for maintaining the library and its resources
 - Assist and oversee other volunteers or volunteer groups during implementation phase of the process

SKILLS:

- Expertise in any of the following areas: library management, resource management, social work, oncology navigation, or interest in categorizing/organizing
- Be able to work effectively as a member of a team
- Ability to develop and document current and new processes

BENEFITS:

- Work closely with a dedicated and passionate group of people
- Further develop your organizational and collaborative skills

DATE/DAYS: TBD by committee lead in conjunction with committee members

TIME COMMITMENT: Monthly meetings starting in June

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TRAINING: General Volunteer Orientation