

English-language Library in Angers

Position Description

Job Title: Volunteer and Activities Coordinator
Contract: from March 2022-September 2023,
28 hours per week,
Monthly salary: 1667 brut
Reports To: Director and Library Chair

Summary

The Volunteer and Activities Coordinator effectively plans, promotes and implements all aspects of the Volunteer program at the library. The Volunteer and Activities Coordinator will manage and direct volunteers and provide support to ensure quality service on the behalf of volunteers. In doing so, the Volunteer and Activities Coordinator will provide advice and guidance to volunteers to ensure they carry out their responsibilities effectively and in alignment with the policies and strategic goals of the library.

The Volunteer and Activities Coordinator is also responsible for leading the Library's Outreach Program in partner libraries throughout the region, as well as planning and presenting cultural and community programs on behalf of the library.

Essential Duties and Responsibilities:

The following list is representative of the typical duties and responsibilities performed. The employee's actual duties and responsibilities may vary slightly depending on needs and programs offered by the library.

- Actively recruit volunteers to the organization. Be responsible for screening, interviewing and selecting a pool of volunteers to serve the organization.
- Match the skills of the volunteers with the needs of the library.
- Build confidence in a pool of volunteers to their value to the organization.
- Keep records of volunteer activities. Maintain a database of volunteers, their skills, duties and hours worked.
- Meet with volunteers to discuss upcoming events in September of each year.
- Provide a yearly report to the Chair on volunteer activities, strategies, and issues.
- Coordinate the Library's Outreach Program: a network of partner libraries throughout the Maine-et-Loire and Loire Atlantic (34 libraries in 2021)
- Organize a yearly meeting with the network of partner libraries and report on book circulation, activities and training sessions provided to these librarians.
- Plan and implement Storytime activities for children in partner libraries on Wednesday afternoons.

- Organize a monthly activity at the public library in Saumur including a book table, Storytime activities for children, book club and conversation group. Coordinate a small team of volunteers in Saumur to run activities.
- Circulate books at the library front desk on Friday mornings during Coffee House and one Saturday afternoon per month.
- Plan and implement various Intensive English Workshops throughout the year
- Coordinate partnerships with the Université Catholique de l'Ouest and the Ecole Supérieure d'Agriculture

Knowledge, Skills and Abilities

Knowledge:

The Volunteer and Activities Coordinator should understand and value the idea of the library as a community hub and gathering place for patrons to learn and exchange ideas. The ideal candidate for this position will have worked with other non-profits and understand the benefits an actively managed volunteer program brings to an organization.

Essential Skills and Abilities:

1. Communicate effectively in both French and English.
2. Good interviewing skills
3. Strong organizational skills
4. Enjoy working with children and young teens
5. Strong computer skills, knowledge of Microsoft Office
6. Team player
7. Leadership skills
8. Possess a valid driver's license in France and a personal automobile for weekly activities outside of the library.

To apply please send an email to phoebe@ellia.org