

**Friends of the Sun Prairie Public Library
Volunteer Job Description
Membership Coordinator**

General Purpose

To maintain Friends' membership records.

Duties

1. Maintain an up-to-date list of Friends members, including accurate phone numbers and home and email addresses.
2. Maintain an adequate supply of letterhead paper and envelopes and membership applications.
3. Send letters of welcome to new members and reminders to those who owe dues.
4. Send annual reminder letter for renewals.
5. Report regularly to the Friends' Board of Directors on membership figures.

Working Conditions/Physical Demands of Position

Inside work environment; no special physical demands of the position.

Equipment Used

Computer, paper files or ledger, postage

Time Required

2 to 4 hours per month

Training Required

1. Orientation to Friends membership requirements
2. Mailing procedures

Travel Required

None required.

Special Qualifications

Volunteer must possess good organizational skills. Experience maintaining a mailing list on a computer will be helpful, but not necessary.

Supervisor: President of the Friends of the Sun Prairie Public Library

Coordinator: Volunteer Coordinator

Updated:

3/21/16