

Friends of the Sun Prairie Public Library

Volunteer Job Description

Friends Program Coordinator

General Purpose

Plan, supervise and carry out Friends' programs; works with the Adult Services Librarian to coordinate programs.

Duties

1. Plan programs annually.
2. Purchase program supplies.
3. Arrange for performers or presenters.
4. Initiate and coordinate publicity for each program.
5. Schedule volunteer program assistants.
6. May serve on the Friends Board.

Working Conditions/Physical Demands of Position

Primarily an inside work environment, depending on event. Duties may involve carrying supplies, room setup, and standing to serve refreshments.

Equipment Used

Equipment used will vary by project or event: coffee maker and other kitchen equipment, audio-visual equipment, craft equipment, volunteer list and email or telephone.

Time Required

Average of 6-8 programs per year, 4-6 hours per program.

Training Required

1. Event planning
2. Planning and expending a budget

Travel Required

1. Purchase program supplies.
2. Mail or post publicity materials.

Special Qualifications

Must enjoy working with people. Good organizational and writing skills. Knowledge of local authors, artists or performers is helpful.

Supervisor: Friends Board of Directors

Coordinator: Volunteer Coordinator

Updated: 10/16/13 Reviewed: 4/18/16