



**Manitoba Library  
Association**

[www.mla.mb.ca](http://www.mla.mb.ca)

## **Prison Libraries Committee**

### **Volunteer Position Description - DONATIONS ASSISTANT**

**Location:** n/a

**Responsibility:** To actively solicit and track required donations (books and funds) to the MLA-PLC and report all activities direct to the Coordinator

**Reports to:** Collections & Donations Coordinator

#### **Typical duties:**

- Research potential grants for funds
- Grant-writing to solicit funds for the MLA-PLC
- Contact publishers to solicit donations
- Assist with publicity efforts for donations (examples: posting to MLA-PLC website and social media)
- Triage pickup/delivery of donations

Please note: a Donations Assistant is not required to perform all the duties above. Volunteers are encouraged to only commit to tasks they can consistently be counted on to perform.

**Time commitment:** As needed, approximately 2 hours a month.

#### **Qualifications:**

- Mature, reliable, and able to work independently.
- Commitment, respect, and genuine interest in understanding the reading needs of inmates of various backgrounds, literacies, interests.
- General knowledge of types of fiction, nonfiction, and genres
- Strong verbal and written communication skills
- Ability to research or otherwise source appropriate grant opportunities
- Ability to create and maintain positive relationships with donor organizations
- General knowledge of MLA-PLC activities (Collections & Donations Coordinator to train)