



**Manitoba Library
Association**

www.mla.mb.ca

Prison Libraries Committee

Volunteer Position Description - VOLUNTEER COORDINATOR

Location: n/a

Responsibility: To support the functions of the MLA-PLC in providing volunteer recruitment, tracking, scheduling, clearance reminders and more.

Reports to: MLA-PLC Committee Chair

Time commitment: Up to 6 hours a month.

Typical Duties:

- Track incoming requests to volunteer, answer questions and recruit
- Maintain online web information on volunteer needs of the Committee
- Add new volunteers to Google group and remove inactive members.
- Oversee sign ups of volunteers for orientations, and scheduling for Open Library, Bin Refreshes and more
- Maintain an up to date list of volunteers, contacts and their clearances

Requirements:

- Mature, reliable, and able to work with a team
- Timely communication
- Basic knowledge of reporting and budgets (MS Office, Excel, etc.)