



**Manitoba Library
Association**

www.mla.mb.ca

Prison Libraries Committee

Volunteer Position Description - COLLECTIONS & DONATIONS COORDINATOR

Location: n/a

Responsibility: To support the functions of the MLA-PLC by working to solicit and make available collections that meet the diverse needs of the individuals served by the Committee.

Reports to: MLA-PLC Committee Chair

Time commitment: Up to 6 hours a month.

Typical Duties:

- Works to ensure the Committee actively pursues both funding and materials donation opportunities
- Ensures that donations are tracked, as appropriate, and liaises with the MLA-PLC Treasurer.
- Liaises with Committee members to maintain current knowledge of inmates reading needs and interests
- Solicits donations from the general public, as needed
- Twice monthly, selects and packs materials for delivery to Remand
- Communicates with Donations Assistant (delivery) and Remand staff regarding upcoming deliveries
- Communicates with MLA-PLC Chair regarding collection needs of WCC and other sites
- Schedules and overseeing "processing evenings/afternoons" (Millennium Library) where Donations Assistants prepare books for delivery
- Ensures MLA-PLC storage area at the Millennium Library is maintained in good order and in accordance with Health and Safety standards

Requirements:

- Mature, reliable, and able to work with a team
- 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



**Manitoba Library
Association**

www.mla.mb.ca

- Strong verbal and written skills
- Timely communication
- Basic knowledge of reporting and budgets (MS Office, Excel, etc.)
- Ability to research or otherwise source appropriate grant opportunities
- Ability to create and maintain positive relationships with donor organizations
- Ability to supervise and schedule work of Collections Assistants and Donations Assistants