

Job Posting for Volunteer Coordinator

Working at Laramie County Library System (LCLS) is about joining an award-winning organization that sets the bar for service regionally and nationally. We were named the Library of the Year by Gale/Library Journal in 2008. Our employees serve the people of Laramie County by encouraging and supporting lifelong learning and adventure. With nearly 385,000 visitors to our three locations and bookmobile every year, we provide opportunities that empower everyone to reach their full potential. Come join us!

JOB SUMMARY

Job Title: Volunteer Coordinator
Reports to: Deputy Director, Operations
Location: Laramie County Library, 2200 Pioneer Ave., Cheyenne, WY 82001
Pay Grade: 28 (\$18.10 to \$22.62 an hour) with a starting salary of \$18.10 an hour
Benefits: This position is eligible for some benefits (see below for details)
Hours: Part-time, 24-hours per week

Summary

Ensures the smooth function of the library's volunteer program. The library system has over 250 active volunteers that assist library employees with a variety of functions. The Volunteer Coordinator recruits and provides general orientation to new and returning volunteers and ensures the smooth operation of the library system's book sale room. Provides excellent customer service to volunteers and library patrons.

Minimum Requirements

Two years of college-level education from an accredited institution and two years of relevant experience OR The equivalent combination of education and experience.

Selection Process

The application deadline is Monday, September 28, 2020 at noon. Interested applicants must submit an *LCLS Employment Application*, available at www.lclsonline.org/work, cover letter, and résumé. The hiring committee will contact applicants who are selected for further testing or interviews. As a courtesy, we notify all applicants by mail when a position is filled. Hiring is contingent on a post-offer criminal history background check.

Schedule

Work schedule consists of day, weekend, and evening hours. **Anyone who works for the library must be willing to work anytime the library is open.** *Laramie County Library* (Cheyenne) hours are Monday – Thursday 10:00 a.m. to 9:00 p.m., Friday and Saturday 10:00 a.m. to 6:00 p.m. and Sunday 1:00 p.m. to 5:00 p.m. All employees are scheduled to attend monthly staff meetings in Cheyenne. The Burns Branch Library is currently open Monday 1:00 p.m. to 5:00 p.m., Tuesday and Friday 10:00 a.m. to 5:00 p.m., Thursday 10:00 a.m. to 7:00 p.m. and Saturday 9:00 a.m. to 12:00 p.m. The Pine Bluffs Branch Library is currently open Tuesday 10:00 a.m. to 7:00 p.m., Wednesday and Thursday 10:00 a.m. to 5:00 p.m., Friday 1:00 p.m. to 5:00 p.m., and Saturday 9:00 a.m. to 12:00 p.m.

SAMPLE SCHEDULE: (may be modified in consultation with supervisor)

MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
12:00 pm – 5:00 pm (5 hrs.)	10:00 am – 2:00 pm (4 hrs.)	5:00 pm – 9:00 pm (4 hrs.)	9:00 am – 5:00 pm (7 hrs.)	2:00 pm – 6:00 pm (4 hrs.)	OFF	OFF

NOTE: This is a sample schedule. The person in this position will need to work evenings and weekends as necessary per job requirements.

Benefits

Employees pay into Social Security. This position carries holiday pay, vacation leave and sick leave. Vacation leave is accrued based on the number of hours worked, so is not a lump sum but is earned over time. Employees are eligible to use vacation leave after six months of employment (prior commitments negotiable). For the first two years, employees earn up to two weeks of vacation leave per year. The number of weeks of vacation leave increase with years of service.

A prepaid legal services agreement is also available at the employee's expense. Library employees may join the YMCA without an initiation fee. Employees may join the Cheyenne-Laramie County Employees Federal Credit Union.

LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides a drug-free workplace for its employees in accordance with the requirements of the US Drug-Free Workplace Act of 1988. Hiring is contingent on a post-offer background check.

Questions

For questions about this position, contact Laura Block (Deputy Director, Operations) at lblock@lclsonline.org or 307.773.7223.