



Job Posting for Volunteer Coordinator

HOURS & SALARY: Part-time 24 hours per week, with a starting salary range of \$19.00 to \$21.38 an hour.

Working at Laramie County Library System is about joining an award-winning organization that sets the bar for service regionally and nationally. The Library Journal 2008 Library of the Year, Laramie County Library System is a hub for engagement, literacy and learning, and lifelong curiosity and discovery. With nearly 385,000 yearly visitors to a 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System champions a knowledgeable and engaged community.

The individual in this position will ensure the smooth functioning of the library’s volunteer program. Laramie County 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 oversees the smooth operation of the library system’s Book Sale Room. Organizational skills, good communication, and the ability to problem solve are key to succeeding in this position. This position requires someone who works well with people of all ages, possesses excellent customer service skills, and is able to oversee several concurrent projects and operations.

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, November 27, 2023 at noon. Interested applicants must submit an LCLS Employment Application, available at <https://lclsonline.org/application-for-employment/>, 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.

WORK 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.

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

This position receives paid time off for 13 holidays, vacation and sick leave, and a personal day. 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.

Employees pay into Social Security.

A deferred compensation plan, prepaid legal services agreement, vision coverage, and other supplemental insurance options are also available at the employee's expense. 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 Brad Koch (Human Resources Coordinator II) at HR@lclsonline.org or 307.773.7123.