



## Volunteer Liaison

### General description:

The Volunteer Liaison volunteer will support the Friends of the Knox County Public Library (KCPL) by working with the organization and its committees to help identify and fill volunteer needs. This is an unpaid volunteer opportunity.

### Reports to:

Abby Wintker Burris, Executive Director, Friends of the KCPL

### Responsibilities and duties:

- Communicate with committee chairs and others regarding one-time and ongoing volunteer needs
- Help with the development of written descriptions of volunteer roles
- Coordinate the recruitment of volunteers through appropriate channels (newsletters, community volunteer boards, social media, etc.)
- Keep accurate records of volunteer recruitment and assignments

### Time commitment:

This will vary depending on the organization's volunteer needs, about 20 hours/month

### Required skills and qualifications:

- Is a member of Friends of the KCPL. First year is complimentary if you are not a current member
- Strong organizational and time management skills
- Good verbal and written communication skills
- An independent and adaptable worker
- Detail-oriented, thorough approach to work
- Good computer skills
- Willingness to learn to use volunteer recruitment tools and to participate in occasional training sessions
- A high school diploma or GED is required

### Benefit to volunteer:

- Develop communication skills in a nonprofit environment
- Learn specific skills related to volunteer recruitment
- Add skills-based volunteer role to resume and/or LinkedIn profile and obtain recommendation from organization
- A one year complimentary membership to Friends of KCPL if you are not currently a member

### Location:

Most work can be completed remotely with access to the internet- occasional face-to-face meetings may be needed.

### Contact:

Please express interest by emailing [info@knoxfriends.org](mailto:info@knoxfriends.org), using Friends Volunteer Liaison as your subject line. Please include full contact information and a brief statement indicating why you are interested in this volunteer role.

Alternatively, you may use the online volunteer form at

<http://www.knoxfriends.org/get-involved/volunteer/> and indicate your interest in the Volunteer Liaison role in the box at the bottom of the form.