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## Library Associate: Volunteer Coordination Part-time with training & benefits

The Wells Branch Community Library is looking for a friendly, creative, and enthusiastic library associate. The person who fills this role will work with the public at service desks. They'll also work closely with our many dedicated volunteers, recruiting and training new volunteers, keeping accurate records of service, and recognizing achievements.

The Wells Branch Community Library is a small, independent library in north Austin serving the Wells Branch and surrounding neighborhoods. We keep up with our very active community with a full calendar of early literacy programs, technology classes, special events, and outreach opportunities. Employees enjoy learning a variety of library operations while gaining expertise in their assigned functions. Volunteers are an integral part of our operations.

### Responsibilities specific to this position

- With the Adult Services Librarian, manage the library's volunteer operations, including scheduling, training, keeping records, organizing recognition events and rewards, and maintaining advertisements for open positions through Volunteermatch.

### Core functions common to all library personnel

- Provide a welcoming environment and professional customer service
- Circulate materials including check-out, check-in, renewals, holds, fines, reserves, re-shelving and specialty items
- Assist patrons in use of library resources including databases and computers
- Catalog, process and repair materials for circulation
- Participate in training new staff and volunteers
- Maintain the library's physical presence
- Create and issue library cards and TexShare cards
- Recommend improvements for library collection, services, programs, website, etc.
- Attend workshops, training and staff development as requested
- Provide in-person, telephone, email and virtual reference and informational services
- Assist with programs, advocacy, facility maintenance and other tasks as needed

### Qualifications

- Bachelor's degree or equivalent
- Demonstrated competence with basic computer functions as used in the library setting
- Excellent customer service, communication, and organization skills
- Marketing, outreach, library public services, and/or volunteer management experience is preferred
- Bilingual abilities (Spanish) are a plus

**Schedule:** Sundays 12:45-6pm, Mondays to Wednesdays 1:45-8pm, and occasional other hours as needed

**Compensation:** \$12.75 hourly to start

**To apply:** Applications are available on the library website and at the circulation desk and must be returned to a public service desk at the library. Resumes and cover letters can be attached to the application. Email resumes are not accepted.

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