

**CHERRY VALLEY PUBLIC LIBRARY DISTRICT
JOB DESCRIPTION
2025-2026**

Position: Volunteer and Special Events Coordinator

Benefits: Paid sick leave and PTO, vacation, holidays, and birthday.

Education: Associates Degree desired or equivalent experience.

Hours: 18 hours per week, as set by the Library Director; will include day, evening, and weekend hours

Supervisor: This position reports to the Library Director.

Position Overview:

The Cherry Valley Public Library is looking for a creative, energetic, hardworking and independent individual to join our team. In this newly created position, applicants will work closely with the Friends of the Cherry Valley Public Library to recruit, train, and supervise volunteers of all ages and to plan, market, and coordinate a variety of fundraising events throughout the year.

In addition, the ideal candidate will be friendly and outgoing, manage their time well and be a team player. Must provide excellent customer service to all library patrons, volunteers, and co-workers: possess the ability to learn new technologies: have budgeting and money handling experience: and follow library policies and procedures.

Qualification Standards:

- Holds a valid driver's license and has access to and ability to operate an insured vehicle.
- Ability to lift, push, or pull up to 25 pounds occasionally and up to 10 pounds frequently.
- Ability to bend, reach, sit, stand, and walk as needed throughout shift.
- Demonstrable English reading skills.
- Ability to communicate effectively orally and in writing.
- Ability to follow directions and to complete tasks.
- Ability to use good judgment in making decisions and referring questions to appropriate Library staff members.
- Attention to detail.
- Ability to work independently.
- Ability to have a physical presence in the library.

Examples of duties:

- Oversees the Friends of the Cherry Valley Public Library including recruiting new members, attending quarterly meetings, coordinating the annual membership appeal, overseeing monthly financials and annual budget, conducting community outreach, and developing quarterly e-newsletters.
- Recruits, trains, and schedules volunteer. Promote volunteer recognition.
- Maintains monthly volunteer statistics.
- Coordinates Friends' fundraising events including used book sales, library merchandise, Scarecrows on Parade, and Mini-Golf in the Library and Silent Auction.
- Works closely with staff to promote and market special events.

The "Examples of Duties" listed above is not meant to be a complete rendering of all the duties which may be performed by the individual in this position. The "Examples of Duties" is only meant as a guide to the primary and most common duties performed by the individual in this position.

Compensation: \$16.50 to \$18.90 per hour depending on qualifications.

Customary Hours: Hours are flexible, but may include day, evening and weekend hours depending on scheduled events.

To be considered for this position, please submit a recent cover letter and resume to Sue Stevens at sues@cherryvalleylib.org by **Wednesday, July 23, 2025**.

*The Cherry Valley Public Library is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, or national origin.