

Announcement #: P-343-17-62 – Please be sure this announcement number appears on all correspondence.

Open: 08/11/17

Location: Toms River - Homeborrowers/Volunteer Services

Schedule: Full Time - 35 hour work week including nights and alternating weekend hours

Title: Librarian 1

Starting Salary: Librarian 1 - \$46,000

REQUIREMENTS:

- A Master's degree in Library or Information Sciences in a library program accredited by the American Library Association or from a New Jersey College Master' program in Library Science that has been deemed acceptable by Thomas Edison State College.
- A New Jersey Professional Librarian certificate (or ability to obtain one within 1 year of employment)
- One year of professional librarian experience is required
- The incumbent must possess a driver's license valid in NJ as driving is an integral function of the position

DEFINITION:

Under direction of the Chief Librarian, Branch Services, this position plans, administers, coordinates and promotes the involvement of volunteer workers throughout the library system by developing effective recruitment, training, mentoring, and recognition activities. This position manages homebound delivery, supervises its staff and is responsible for volunteer liaisons.

EXAMPLES OF WORK:

- Conducts volunteer interviews and selects volunteers for system-wide placement.
- Directs and prioritizes the work of the unit.
- Develops information and materials for volunteer inquiries and recruitment.
- Updates and maintains records, statistics and files, correspondence and memorandums in support of the Volunteer Program; prepares and submits reports as necessary.
- Develops and implements volunteer appreciation and recognition events and awards program and special events such as a volunteer recognition luncheon.
- Interacts extensively in person, and over the telephone with library staff and management, patrons, outside agencies, and specified vendors.
- Responds to requests for information and assistance from library staff and management, volunteers, and outside agencies.
- Coordinates staff schedules to provide coverage in the office and in delivery to life care centers.
- Substitutes as a driver, on occasion, to maintain scheduled deliveries of materials.

- Promotes the Volunteer Program, and places volunteers in branches throughout the library system. Submits recommendations for Volunteer Program budget.
- Maintains a safe environment for both staff and volunteers.
- Attends or conducts meetings and training sessions throughout the system.
- Evaluates effectiveness of the homebound and volunteer services activities to ensure staff, volunteers and customers are being served successfully.
- Maintains the volunteer database and arranges for the compilation of volunteer hours in order to award recognitions to volunteers.
- Develops and updates manuals, trainings, web pages, and handouts covering volunteer position descriptions, recognitions, and volunteer policies and procedures.
- Serves as liaison between administration, staff and volunteers.
- Promotes volunteerism in the community through advertising for volunteer positions, writing human interest stories about volunteers and visiting community groups to inform them as to the volunteer opportunities available at local library branches.
- Participates in committee work and chairs committees when needed.
- Performs related duties and responsibilities as required.

Please Note:

The duties of this position include those of a physical nature. The following outlines the essential functions needed to fulfill the requirements of the position.

- standing, walking, or sitting for extended periods of time;
- bending, reaching, stooping, and pushing;
- lifting and carrying up to 50 lbs.
- operating assigned equipment.

To apply for this position:

Please send application and resume to Donna Cardinale at dcardinale@theoceancountylibrary.org or via USPS to:

The Ocean County Library
 101 Washington Street
 Toms River, NJ 08753
 Attn: Donna Cardinale

Or fax to 732-341-3044

Application can be found by clicking on the link: <http://theoceancountylibrary.org/Jobs/OCLjobs.htm>

Please direct all inquiries to Donna Cardinale, 732-349-6200, extension 5932.