

WOODLAND PUBLIC LIBRARY
Senior Spinetingler
(Volunteer Manager, Book Repair Program)
Job Description

Importance of Position to the Library: To assist with the management of the volunteer program which maintains best-loved books and materials in good repair, so they can continue to be used by library visitors.

Qualifications:

- Must have been a volunteer Spinetingler for a minimum of one year
- Willingness to work closely with the Director of Volunteer Services to ensure the success of the Spinetingler's program

Responsible To: Director of Volunteer Services

Responsibilities: Under the direction of the Director of Volunteer Services:

1. Interview new potential Spinetinglers to assess appropriateness for the volunteer assignment, and willingness to make the commitment required.
2. Assist in providing orientation to the Library and Spinetingler's Training.
3. Schedule monthly book repair sessions based on availability of volunteers.
4. Ensure books needing repair and repair materials are available for monthly book repair sessions.
5. Attend and supervise monthly book repair sessions.
6. Make monthly reports to Director of Volunteer Services.

Training Provided: Regular meetings with Director of Volunteer Services to plan activities, monitor progress and provide problem-solving support.

Benefits of Volunteering:

- Provide a much-needed service to the library and its customers by monitoring the program which ensures that best-loved books are continually available.
- Utilize or gain skills in program management.
- Meet people who share similar interests.

Time Commitment: 8 to 10 hours per month

Length of Commitment: Minimum 6 month commitment requested

Grounds for Termination:

- Failure to carry out assigned responsibilities
- Misrepresenting the Library or its policies

Contact Person: Director of Volunteer Services, 555-5980

Date Revised: (3/95)