



## Rogue Valley Genealogical Society

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### **Volunteer Director Position Description**

The Volunteer Director is appointed by the President with the approval of the Board and is a voting member of the Board of Directors. The position shall be for one year. Re-appointments and confirmations for additional one-year terms have no limit. (Article V, RVGS Bylaws)

#### **Responsibilities**

1. Recruit volunteers as needed to run the Rogue Valley Genealogical Society and the Rogue Valley Genealogical Society Library.
  - a. Work with Board members and project coordinators to identify needs.
  - b. Recruiting methods may include speaking at member meetings, writing articles for the monthly eNews, and developing volunteer content for the RVGS website.
2. Review volunteer applications received, following up with applicants to determine interests, skills, and availability. Applications may be received either by hard copy form or electronically through the RVGS website.
3. Schedule training and/or direct volunteers to specific training for open positions/projects.
  - a. With the Library Director, identify appropriate training opportunities including, but limited to, online scheduling, JCGI collection, computers & tech equipment, subscription websites, and other library orientation and duties.
  - b. With the Project Coordinator, identify appropriate opportunities that fit with the volunteer's skill set and experience
  - c. Coordinate training with the Education committee as appropriate.
4. Ensure volunteer hours are recorded for all volunteers and report statistics to the Trustee and Secretary. Recording of hours and reporting may be delegated.
5. Recognize volunteer efforts through recognition programs, volunteer luncheon, eNews articles, etc.
6. Maintain a Volunteer Coordinator Manual or database which includes the position description and procedures necessary for transfer to future coordinators, as well as information on all volunteers (both active and inactive).