

Volunteer Opportunity

LOCATION OF POSITION	LOUISVILLE PUBLIC LIBRARY
POSITION TITLE	BOOK DISCUSSION GROUP COORDINATOR
SUPERVISOR	ADULT SERVICES STAFF
Job Responsibilities:	▪ Responsible for the coordination of book discussion group
Qualifications:	▪ Have previously been part of a book discussion group ▪ Knowledge of Library mission and values ▪ Ability to interact effectively with a variety of adults ▪ Must be at least 18 years old
Job Summary:	▪ Coordinate book selection ▪ Keep a contact list of all members ▪ Record attendees and book title discussed each month ▪ Report monthly attendance to Adult Services Staff
Material & Equipment Used:	▪ Computer, printer, copy machine, AV equipment
Work Environment & Physical Activities:	▪ Casual, friendly atmosphere ▪ Public speaking may be necessary
Training Provided:	▪ Orientation meeting with Adult services staff ▪ Ongoing training support, as needed
Minimum Time Commitment:	▪ 2-3 hours per month
Benefits:	▪ Social interaction with other volunteers, Library staff and patrons ▪ Being part of a team at one of the top libraries in Colorado ▪ Annual volunteer breakfast or other recognition ▪ Sharing a love of reading and lifelong learning

If you are interested, please complete a [City of Louisville Volunteer Application](#). These are available at information desks in the Library and on the Web site. You may return it to the Library in person, by mail, fax, or scan/email.

Once your application is received, the supervisor will contact you to discuss the position and your qualifications and availability.