



VOLUNTEER POSITION GUIDE

TITLE	DATABASE MANAGEMENT VOLUNTEER
HOURS	Minimum of three scheduled hours, one day a week. A schedule will be arranged to meet the needs of the volunteer and the library.
SUPERVISOR	Coordinator of Volunteer Services
OBJECTIVE	To develop, document and maintain Access Databases used by various areas within the Library and District Center

THE PERSON IN THIS POSITION WILL BE RESPONSIBLE FOR

- Maintain, update, document and modify, as needed, the following databases:
 - Volunteer Office: Staff CE database, FOL Membership database, FOL Donations, Volunteer Hours and Volunteer database
 - Computer Services: Leased PC databases
 - Public Relations: Library Staff database, PR Contacts database, Emergency Contacts database
 - Outreach: Outreach MOD database
- Design new databases as requested.

DESIRED QUALIFICATIONS/SKILLS

- Intermediate level skill in use of Microsoft Access, Excel and Word and Filemaker (Mac)
- Background in business and office procedures and reporting requirements
- Problem solving skills
- Ability to document activities in a clear and precise manner

TRAINING

- On-the-job training will be provided