

## FRIENDS OF THE DAVIS PUBLIC LIBRARY

### JOB DESCRIPTION May 2017

**TITLE:** Volunteer Coordinator - Telephone

**TERM:** Appointed for 1 term annually

**DUTIES:**

- First contact for those interested in volunteering with the Friends of the Davis Library
- Explain volunteer opportunities, usually by phone or email, and put potential volunteers in touch with appropriate program leads.
- Monitor the Friends of the Davis Public Library voicemail inbox and update the recorded message/greeting. The message is updated after each bi-monthly book sale to add the date of the next upcoming book sale.
  - Follow up on voice messages left in the inbox
- Coordinate with programs (e.g., Logos Bookstore, bi-monthly sales, book mending, reading alcove, and sales sorting) for ongoing volunteer needs. The Volunteer Coordinator should be notified about volunteer needs in the various programs as needed by those program leads.
- Provide content for the Volunteer section of the Friends website and brochure

Details for managing voicemail inbox

- To monitor for messages left in the Friends voicemail inbox:
  - Call the Library voicemail system number at 530-666-8099
  - Press Pound (#)
  - Enter Friends mailbox number 1144
    - Press security code 123456
    - If there is no message, hang up
    - If there are one or more messages, follow voice directions
- To change the recorded voicemail message/greeting on the Friends inbox:
  - Follow steps above and then follow voice directions
- Sample script for the Friends voicemail message/greeting

*“You have reached the voicemail of the Friends of the Davis Public Library. We have many volunteer opportunities. If you are interested in volunteering, please leave a message with your phone number and your call will be returned shortly.*

*Our next book sale will be held \_\_\_\_\_ in the Blanchard Room of the Davis Public Library.*

*For further information, please visit our website at [davislibraryfriends.org](http://davislibraryfriends.org)”*

- Press any key at the end of the newly recorded message and listen to the message to save

Accessing the Friends voicemail to leave a message

- Call 757-5593
  - Select option 1
  - Select star (\*)
  - Select 5