Volunteer Opportunity

St. Charles City-County Library Foundation Volunteer
General Administration, 77 Boone Hills Drive, St. Peters, MO 63366

Time Commitment: 2-4 hours per week
Length of appointment: 6 month commitment, long-term as requested

The Foundation Volunteer completes various projects for the Library Foundation. Through administrative and support tasks the Foundation Volunteer will ensure data entry is up-to-date, follow up calls are made, donors have been acknowledged and event needs are fulfilled.

Key Responsibilities:

- Help collect information/registration cards for potential volunteers
- Help enter information collected into Raiser's Edge
- Communicate with other volunteers to assess needs for ordering of materials
- Help assemble baskets for events
- Assist with Social Media copy
- Data entry and donor acknowledgement letters
- Mailings

Qualifications:

- Passion for volunteerism and St. Charles County
- Basic knowledge of working in an office environment
- Basic knowledge of computer and data entry
- Pleasant manner, patience, problem- solving ability, dependability
- Ability to multi-task and manage multiple projects
- Ability to lift up to 25 pounds
- Vehicle to travel to Foundation events.

Age Requirement: 18 years or older

Dress Code: Business Casual

Training/Support: Training/orientation for this position will be provided. In addition, the Development Specialist will be available for questions and assistance.

Volunteer applications are available any Library Branch or on our website at http://www.myLibrary.org

For immediate consideration: Completed volunteer application can be returned to any Library Branch, emailed to volunteer@stchlibrary.org, or mailed to SCCCLD, Human Resources, 77 Boone Hills Dr., St. Peters, MO 63376.

Please note: If there are current openings that meet your interests, the Development Specialist will contact you for a brief interview. If an opening is not available, your application and interests will be noted in our database.