

2023 BOOK DRIVE ORGANISING TEAM

Volunteer Coordinator – Volunteer Position

RESET Society of Calgary is seeking individuals to join the Book Drive & Sale Organising Team. The successful applicant will work with other team members to recruit, train and guide volunteers in the duties to prepare the site, sort and pack books during collection, prepare the site and stock for each sale day, and clean up and pack up at the end of the sale. This event usually takes place over 6 weeks (April-May) and requires a commitment of four days a week including some weekends.

Responsibilities:

- **Schedule, train and supervise volunteer teams**
- **Maintain volunteer databases, volunteer email service**
- **Communicate with volunteers via email**
- **PREPARE Volunteer Information Package**

Duties:

- **VOLUNTEER RECORDS & COMMUNICATION**
 - Maintain Volunteer Data Base
 - Maintain summary of volunteer hours
 - Maintain Volunteer email service
 - Review and update Volunteer Information Package, Volunteer Information Form, Volunteer Timesheet,
 - Volunteer Name Tags
 - Maintain email communication with volunteers
 - Maintain scheduling logs and sign-in logs
- **VOLUNTEER TRAINING & ORIENTATION**
 - Organise and conduct volunteer orientation
 - Train groups of volunteers on site, organise mentoring by experienced volunteers with new volunteers
- **VOLUNTEERS - BOOK DRIVE**
 - Review with Special Books co-ordinator focus or theme for year
 - Review with Pre-sort Team plans or theme for year
 - Ensure volunteers are working with common purpose and following procedures
 - Answer questions, resolve conflicts
 - Schedule volunteers for collection, forklift operations, pre-sorting
- **VOLUNTEERS – BOOK SALE**
 - Schedule volunteers for Admissions, customer service, cleaning, restocking
 - Ensure that the site is ready at the end of each day for the next day's sale.
 - not-for-profit organizations, volunteer book acquisitions after the sale

Attributes:

- Interpersonal communication skills
- Organization skills and ability to prioritize
- Patient, decisive and collaborative
- Microsoft Word, Excel and Database management
- Ability to lift up to 25lbs

Please email your interest to:

Theresa Jenkins and theresa@resetcalgary.ca and Judy Baldwin at resetbookdrive@gmail.com