



**Position Title: Book Drive Coordinator**

**Department: Volunteer Services**

**Reports to: April Robison**

**FLSA Status: Volunteer – 1 year**

**Revision Date: June 2009**

**Position Summary:** Responsible for working with schools, churches, companies and organizations to collect books for SU's Book Drives.

<b><u>ESSENTIAL RESPONSIBILITIES</u></b> : <i>List the essential job functions. Please limit to 3-5 functions of the position starting with the most important. Also indicate the approximate % of time spent performing each of these functions.</i>	<b>%</b>
<p><b>1. Coordination</b>            Acts as the main point of contact for donors and monetary donations.            Partners with Communication Director to communicate drive promotions, drop off points, and drive progress to donors.            Responsible for coordinating shipping from central location to destination.</p>	50%
<p><b>2. Fundraising</b>            Partners with Director of Fundraising/Grant Writing to solicit schools, churches, companies and organizations for either book or monetary donations.</p>	40%
<p><b>3. Administrative</b>            Maintains yearly drive calendar.            Tracks donors and donations and communicates to Director of Fundraising.            Writes articles for quarterly newsletter.</p>	10%



**REPORTING RELATIONSHIPS:** Describe the nature of supervision over others. Attach current organization chart including direct (solid line) and functional (dotted line) relationships. Please ensure that it shows incumbent's name and position titles of peers, staff and supervisor. Include employment status: regular/ full-time/part-time employees, temporaries, interns, consultants, etc.

**How many full-time, part-time, interns, consultants and other at Affinity Credit Union report directly and indirectly to this job? (Check one from each column.)**

#of volunteers reporting to this job?	#of Interns reporting to this job?	#of part-time volunteers reporting to this job?	#of full-time volunteers reporting to this job?	# of Consultants reporting to this position?	# of Vendors reporting to this position?
6-15	1-2	2-5	1-2	0	1-2

**SPAN OF CONTROL/SCOPE:** The degree of autonomy and the impact of decisions is measured by "Freedom to Act."  
**FREEDOM TO ACT** – The extent of personal, procedural or systematic guidance or control.

	Yes
<b>Limited:</b> Subject to explicit instructions covering simple tasks. <i>Example: summer interns; clerical</i>	
<b>Prescribed:</b> Subject to general instructions covering assigned tasks and/or close systematic supervision. <i>Example: coordinator; administrative</i>	<b>X</b>
<b>Controlled:</b> Subject to instructions and established work routines and/or supervision and general instruction. Typically managed by "after the fact" review. <i>Example: specialists</i>	
<b>General:</b> Subject to general practices and procedures and/or work instructions and supervision of progress, results and achievements. <i>Example: supervisors; managers</i>	
<b>Autonomous:</b> Subject to broad practice and/or unchartered solutions influenced by functional precedents and policies. <i>Example: executive, vice president and asst. vice president</i>	

**CONTACTS AND INTERACTIONS:** Contacts that are cross-functional are believed to increase complexity because they require more diversity of thought and action. The purpose of the interface represents the relative impact of the positions essential responsibilities.

Review the list below of internal and external contacts for those the incumbent regularly and frequently interact with outside your immediate work group. For only those contacts required to perform the major activities of this job, please check the appropriate box(es) and describe the typical purpose of the contact.

**Definitions:**

- Exchange Information* – give and/or receive information verbally, in writing, or over the phone
- Advise/Consult* – give advice/counsel based on professional background, specialized knowledge, and experience
- Negotiate/Influence* – promote or sell an idea, service, or product to others
- Provides Direction and/or approval* – has the authority to direct the efforts of others and/or approve project deliverables.

**Frequency:**

- Seldom* – once per month or less
- Occasionally* – on a weekly or monthly basis
- Frequently* – more often than weekly



<b>Internal Contacts:</b>	<b>Exchange</b>	<b>Advise/ Consult</b>	<b>Negotiate/ Influence</b>	<b>Provides Direction/Approval</b>
Board Members	XO	XO	XO	
Executives	XO	XO	XO	
President	XO	XO	XO	
Peers	XF	XF	XF	
Managers	XF	XF	XF	
<b>External Contacts:</b>				
Volunteers	XO	XO		XO
Vendors	XO	XO	XO	XO
Consultants				
Government agencies	XO		XO	
Legal	XO			
Others				

**MINIMUM EDUCATION and/or EXPERIENCE REQUIREMENTS:**

- Associates degree preferred with 2 plus years of related experience or 3 years of related work experience in place of a degree.
- Self-starter that can lead and direct others and perform under pressure.
- Advanced knowledge of Microsoft Office applications.
- Above average written, verbal and math skills.
- Non-profit work preferred.
- Should be budget conscious.



## COMPETENCIES:

**FOUNDATIONAL** - All volunteers have the same Foundational Competencies

### Service Delivery

- Exhibits an innate desire to help others
- Builds rapport with others
- Understands and responds appropriately to Affiliate's emotional and business needs
- Demonstrates empathetic professionalism in order to gain confidence of others
- Responsive to member (internal & external) issues, project deliverables and emergent situations

### Communication

- Communicates effectively both verbally and in writing
- Creates accurate and punctual documentation
- Exercises good listening skills
- Is honest and straightforward when sharing information and ideas

### Job Knowledge

- Demonstrates necessary job knowledge
- Possesses necessary technical skills
- Meets performance expectations
- Delivers the Brand Promise

**POSITION SPECIFIC** – These competencies are specific to the volunteer role at SU..

### Adaptability/Flexibility

- Adapts to change and is open to new ideas
- Takes on new responsibilities and effectively manages associated pressure
- Adjusts plans to meet changing needs
- Makes self available to assist others

### Budget/Cost Control

- Plans for and uses resources efficiently while seeking avenues to reduce costs
- Creates accurate and realistic budgets
- Tracks and adjusts budgets
- Contributes to budget planning

### Dependability

- Meets commitments and accepts accountability
- Sets personal standards and stays focused under pressure
- Effectively works independently or as team participant
- Meets attendance /punctuality requirements

### Integrity/Ethics

- Deals with others in a straightforward and honest manner
- Hold self accountable for actions and maintains confidentiality
- Supports company values
- Effectively conveys positive and negative

## MINIMUM QUALIFICATIONS:

- Possess the ability to make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulation or government law.
- Possess the ability to multi-task, organize and prioritize work effectively.
- Possess the ability to work under pressure.
- Proficient with all Microsoft PC applications.
- Must exhibit professionalism and maintain confidentiality.



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#### **PHYSICAL DEMANDS:**

The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **WORK ENVIRONMENT:**

The work environment is virtual and due to the sensitive nature of your work, you must have access to a home computer. The characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**This job description is not intended to be an exhaustive list of requirements of the position, and may change at any time with or without notice. All positions require volunteers to perform the duties indicated in addition to other assignments given by the Director of Volunteer Services, the President or as required by the nature of the job.**

**If you would like to apply for this position, please send resume to April Robinson [April@sidewalkuniversity.org](mailto:April@sidewalkuniversity.org) with the heading, "SU Volunteer" and the title of the position for which you are applying.**