

# Current Volunteer Opportunities

April 2024

Role/ Opportunity	Name of Event, Service or Location	Job Description	Contact	Commitment Period
External Communications Manager for Friends of the Library (FOL) Events		<p>Working with Communications Team:</p> <ul style="list-style-type: none"> <li>• Maintain list of contacts for distribution of FOL promotional materials</li> <li>• Establish &amp; monitor advertising schedules in various resources</li> <li>• Maintain list of area Book Clubs for HCAS (Hill Country Author Series) promotions</li> </ul>	Jody Patterson <a href="mailto:jodypat@gmail.com">jodypat@gmail.com</a>	Ongoing 2-3 hours/month
POC (Person On Call)	SHP	<ul style="list-style-type: none"> <li>• 1 year experience with SHP</li> <li>• Take calls from SHP volunteers re questions during assigned week</li> <li>• Take a shift last minute during your week in case of an emergency</li> </ul>	Don Ballard <a href="mailto:dballard504@gmail.com">dballard504@gmail.com</a>	Negotiable
SOS Sorter (Straighten Our Shelves)	SHP	Arrange & alphabetize materials according to SHP guidelines.	Lynda Youngly <a href="mailto:youngly143@gmail.com">youngly143@gmail.com</a>	Monthly
SHP Permanent In-Person Volunteer Staff	SHP	Welcome visitors, take donations & shelve books during a 3-hour shift.	Shari Croegaert <a href="mailto:shpfol@gmail.com">shpfol@gmail.com</a>	Monthly

**Please Note:**

- SHP is Second-Hand Prose; the used bookstore located on the 2nd floor of the Georgetown Public Library (GPL).
- Permanent shifts or substitute positions are available. Permanent does not imply every week. Temporary substitutes can take your place as needed.
- All Volunteers must attend a specific Second-Hand Prose (SHP) Orientation before beginning to volunteer.
- A POC (Person On Call) is on a flexible schedule with 3 other POC's and is scheduled one week per month.