



San Juan Island Library
1010 Guard St.
Friday Harbor, WA 98250
(360) 378-2798 · www.sjlib.org

Volunteer Job Opportunity

Job Title:

San Juan Island Library Friends of the Library Board Director

Position Description:

The Friends of the San Juan Island Library (FOL) is seeking two (2) candidates to fill vacancies on the ten (10) member board. The Friends of the Library is an all-volunteer, non-profit charitable organization established in Friday Harbor in 1979. The FOL is registered with the State of Washington and maintains IRS 501(c)(3) charitable organization status. Although the Friends of the Library exists separately from the San Juan Island Public Library, they support the library through fund-raising activities for library programs and operational needs, sponsoring enrichment programs for all ages, and by encouraging literacy in the community through used book sales.

Job Status:

This is a part-time hourly volunteer position, with a variable time commitment. Workdays and times are as necessary to support the Friends of the Library meetings, events, or other activities. No salary, retirement, health, or other regular employment benefits.

Work Location:

Work location is variable, usually at the locations listed below, and in some circumstances at public venues in the community, in support of Friends of the Library, meetings, events, or other activities.

Book Palace

660 Spring St.

Friday Harbor, WA 98250

and/or

San Juan Island Library

1010 Guard St.

Friday Harbor, WA 98250

Position-Specific Responsibilities and Expectations:

As a San Juan Island Library Friends of the Library Board Director you will be responsible for:

- Promoting and advocating for the library in the community.
- Attending monthly meetings, special meetings, committee meetings, FOL events, and library events.
- Preparing for meetings by reading board minutes, agenda, and other materials sent out prior to meetings.
- Offering expertise and leadership to the board for the good of the Library.
- Taking on special assignments and projects as needed outside of regular meetings.
- Becoming informed about the services offered by the Library and promoting those services in the community.

- Supporting basic library tenets such as: Intellectual Freedom, Freedom to Read, Confidentiality of Patron Records, Library Bill of Rights, and the Public's Right to Information.

Qualifications/Experience:

To be successful in this volunteer job, you must:

- Have an interest in and commitment to the Library
- Understand the Library and its roles in the community
- Be close to the community
- Have the ability to work collaboratively as part of a team, lead meetings, and communicate effectively
- Be able to devote the time and effort required to perform the duties of a board director
- Have the ability to publicly represent the Library
- Have sound judgment, a sense of fiscal responsibility, legal understanding, and political awareness
- Be open to new ideas and willing to learn

Desired Areas of Knowledge (one or more of the following):

- Accounting/Finance
- Law/Government
- Technology
- Business, Administration
- Real Estate
- Marketing
- Fundraising
- Library Operations

Important Note:

Interested applicants should be aware that the Library is planning for a new library. Consequently, over the next few years, the FOL board of directors' focus will include a multitude of activities related to the project, especially funding (through both public and private sources), as well as engaging the community in every step of the development process. Another focus is on funding the operations and maintenance of the current library.