

**James V. Brown Library
Volunteer CIRCLE Program
Position Description**

SeniorNet Advisory Board Member	
Hours	Approximately 2 hours monthly
Time Commitment	Advisory Board members should commit to no less than a year of service in order to provide continuity and enhance program stability.
Location	SeniorNet Learning Center, 4 th Floor of Library
Nature of Work	The Advisory Board manages the library's SeniorNet Learning Center program, establishing the training agenda, promoting the program, recruiting and training volunteer staff, establishing fees, and planning for the long term continuation of the program. Board officers conduct the business of the SeniorNet Learning Center and keep financial records. Advisory Board members work with the SeniorNet Coordinator and the Library Director to provide low cost technology training opportunities for older adults.
Qualifications	Previous experience in accounting, business, time management skills, computer skills, organizational abilities, and the willingness to work as part of a team to set goals and plan programs.
How to Apply	Contact Volunteer Coordinator at 326-0536, pick up paper application at library customer service desk, apply online at www.jvbrown.edu/volunteer.html , or leave a message for the SeniorNet Coordinator at 326-0536
Supervisory Department	SeniorNet