



Friends of the Edgewater Library

Volunteer Positions

Book Sale Committee

The Book Sale Committee meets five times between June and November; meetings are one hour by Zoom or at the library. Volunteer opportunities are as schedule permits.

- Plan the annual used book sale benefitting the Edgewater Branch Library, typically held in the fall.
- Assist with sorting book donations.
- Assist with book sale set-up, execution, and clean-up.

Communications & Marketing Committee

There are no regular meetings; we communicate needs via phone call or email; we typically need assistance monthly. The frequency and length of time varies for each activity. Volunteers may choose a portion of an activity; some have deadlines, while you can complete others whenever convenient.

- Write for the e-newsletter, website, flyers, or blog on the website; some writing experience needed.
- Take photos for the e-newsletter and website.
- Edit program recordings, add billboards and music; experience needed.
- Design occasional flyers and handouts; experience needed.
- Create engaging content to post on social media (Instagram, Facebook, and Twitter; monitor its usage); experience needed.
- Review the content on foelchicago.org; make suggestions for updates or additions.
- Write and distribute information about the library and Friends of the Edgewater Library programs and activities to local newsletters.
- Coordinate with committees to get information about upcoming events/programs, etc. for promotional efforts.

Community Engagement Committee

This is a newly formed committee. We plan online meetings as needed; currently, we handle communication by email or phone chat.

- Conduct online research to identify Chicago Public Library resources helpful to a broad and evolving set of community organizations. (Read the community engagement liaison [details](#) and see the list of organizations on the home page of foelchicago.org. Go to "Quick Hits" and the 3/31/23 issue in the e-newsletter archives.)
- Compile and maintain a list of community contacts in Excel or Google Sheets.
- Connect with community organizations via email and/or social media.
- Help plan small events to establish a community presence.
- Consider appropriate sponsorship and partnership program opportunities and help connect to businesses and organizations in the community if that's your thing.

Membership Committee

Meets once or twice a year as needed. Meetings are usually an hour via Zoom or at the library. Volunteer opportunities are as schedules permit.

- Plan the annual Friend-Raising campaign to grow our membership and volunteer numbers continually.
- Staff the Friend-Raising table at the library or elsewhere in the community.
- Review and revise the membership application from time to time.
- Create messaging to members at renewal time.
- Maintain the database of active, former, and prospective members.
- Send welcome emails to new members and thank you emails to renewing members.

Program Committee

Meets as needed via Zoom, depending on upcoming programs. Each meeting lasts about an hour. Some tasks require a couple of hours.

- Brainstorm for upcoming programs, keeping in mind that we address our community needs.
- Take on certain responsibilities in the planning phase leading up to events (e.g., researching and contacting performers/authors, etc.)
- Set up the program space or take down the event.
- Research, plan, and help coordinate fun/social activities for members to do together a couple of times a year.

Extras

We welcome volunteers who prefer not to be a committee member and are interested in occasional assistance — for example, setting up or taking down a Friends of the Edgewater Library or Edgewater Branch program, greeting attendees, helping at a community engagement event, pop-up book sale, or handing out flyers.

Email info@foelchicago.org if you have any questions about volunteering. Please put the committee's name in the email's subject line.