Volunteer Opportunities

Membership Team – Volunteer Job Description

Our Team: The Friends of the Kinderhook Memorial Library is a membership organization dedicated to supporting the Library staff and Board of Trustees in providing programming and resources to Library patrons, community members and visitors. Creating engaging membership campaigns, managing membership information, and interacting with our membership are crucial to developing and maintaining a robust membership program.

Who are we looking for: The Friends are seeking 2-3 volunteers to join our Membership Team to work in consultation with our Membership Chair to develop and implement a robust membership program.

Prior experience with not-for-profit membership program development and management is desired.

Prior experience with GiveButter, Excel and Mail Chimp is desired.

Availability/Commitment: Volunteers should anticipate volunteering 2-4 hours per month. Our membership annual appeal launches in January so additional volunteer hours may be required during the appeal (December – February). Meetings may be in person or via Zoom.

Activities: Activities may include:

• Membership campaign design, roll out and follow-up
• Researching Friends groups membership programs
• Documenting, reviewing, and improving Membership procedures to ensure compliance with best practices
• Identifying benefits of being a Friends member
• Identifying/implementing ongoing marketing of Friends membership
• Working in collaboration with other Friends’ teams/team members/Executive Council members as well as library staff and Board Trustees

Interested in volunteering – email us at friends@kinderhooklibrary.org and let us know more about your experience. Please put Membership Team in the Subject line of your email.

Looking forward to hearing from you!