



United Way Imagination Library Data Specialist

Purpose:

Imagination Library is a monthly book delivery system that mails age appropriate books to children ages 0-5 enrolled in the program for FREE, every month until they the month they turn 5. The Data Specialist would assist with the entry of child enrollment data into the Imagination Library database system in a detailed and timely manner. All monthly enrollments must be completed by the last day of the month in order for children to receive books.

Qualifications:

Must be comfortable navigating and working with a computer. The database software is very self explanatory and easy to work with. Orientation will be provided and assistance will be on hand to answer questions.

Staff will always be on site to assist. Volunteers will not be asked to come in if the Imagination Library Coordinator is not available

Time Commitment:

Looking for assistance 2-3 hours each month. Involves sitting at a computer for an extended amount of time.

United Way Key Contacts: Alexis Lutgen

Call United Way: (320) 252-0227

Volunteer Name: _____

Volunteer Signature: _____

Date: _____