



Commission on Aging

Library Liaison Job Description

Job Title

Commission on Aging Library Liaison

Reports To

Co-Chairs, Communication Committee
Chair, Montgomery County Commission on Aging

Job Overview

Volunteer position
Time commitment: 2 - 3 hours per month

The liaison is responsible for one of the Montgomery County Public Library Branches. At that branch, the liaison establishes a working relationship with the librarian. During monthly visits, the liaison ensures the older adult section is organized, complete, and well-stocked. With the librarian, the COA liaison periodically evaluates the materials provided.

Responsibilities and Duties

- Visit the Older Adult Section of the assigned library once a month.
- Determine if materials are present in sufficient quantity.
- Work with COA Staff Liaison to order new materials as needed.
- Meet on a quarterly basis with the librarian to discuss:
 - whether current materials should be continued
 - other materials appropriate
 - other services
- Submit a standardized report to CC co-chairs on a quarterly basis.

Qualifications

Current commissioner, alum, or similarly qualified individual.