**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Library**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Title)**

**Volunteer Job Description**

**Position Overview and Impact:**

**Key Responsibilities:**

1.

2.

3.

4.

**Qualifications:**

**On-Going Library Contact:**

**Training and Support Provided:**

**Time Commitment:**

**Length of Commitment:**

**Benefits of Volunteering:**

**Initial Contact Person:**

**Date Revised:**

**LEHN PUBLIC LIBRARY**

**Volunteer Job Description**

**Public Speaker**

**Position Overview and Impact:** Make presentations about the library to community groups to raise awareness about what the library has to offer, and to attract potential library users, volunteers and supporters.

**Key Responsibilities:**

1. Attend a 2-hour orientation to the Library and on its public speaking objectives, presentation outline and materials that have been prepared.

2. Respond to requests to speak based on your schedule when Speaker’s Bureau Coordinator contacts you with a speaking engagement.

3. Report data on number of attendees, particular interests of the group and/or unanswered questions to the Speaker’s Bureau Coordinator within 3 days of speaking engagements.

**Qualifications:**

* Commitment to the Library’s vision and mission
* Successful public speaking experience

**Training and Support Provided:** Orientation to the Library, and training on public speaking objectives,

outline and materials, as well as access to Speaker’s Bureau Coordinator as needed.

**Time Commitment:** Average 3 - 5 hours per month based on number of speaking engagements offered to you that fit into your schedule.

**Length of Commitment:** Minimum six month commitment requested

**Benefits of Volunteering:**

* Assist the Library in spreading the word to attract new users and supporters.
* Utilize skills in public speaking.
* Develop new community contacts.

**On-Going Library Contact:** Speaker’s Bureau Coordinator

**Location:** Aside from training and other meetings at the library, most of the work for this position will be done at the locations where community groups have requested a presentation.

**Contact Person:** Carla Lehn, Library Volunteer Coordinator (916) 653-7743/clehn@library.ca.gov

**Date Revised:** 3/17

**LEHN PUBLIC LIBRARY**

**Volunteer Job Description**

**Speaker’s Bureau Coordinator**

**Position Overview and Impact:** Manage the library project that delivers presentations about the library to community groups to raise awareness about what the library has to offer, and to attract potential library users, volunteers and supporters.

**Key Responsibilities:**

1. In conjunction with the Library Director, develop speaking engagement objectives and speaker presentation outline and materials.

2. Recruit, train, and schedule and oversee volunteer public speakers.

3. Identify priority community groups to contact for speaking engagements in conjunction with Library Director. Contact the groups and schedule a speaking engagement on their calendar.

4. Contact and schedule a trained volunteer speaker to attend each engagement.

5. Track and report volunteer hours and speaking engagement statistics quarterly.

**Qualifications:**

* Commitment to the Library Literacy Service vision and mission
* Successful public speaking experience and project management skills
* Good community contacts

**Training and Support Provided:** Orientation to the library and at least quarterly contact with the Library Director to plan activities, monitor progress and provide problem-solving support.

**Time Commitment:** Average 8 - 10 hours per month from home around your schedule

**Length of Commitment:** Minimum one year commitment requested

**Benefits of Volunteering:**

* Assist the Library in spreading the word to attract new users and supporters.
* Utilize skills in program management, and gain skills in volunteer engagement.
* Utilize public speaking skills.
* Utilize current and develop new community contacts.

**On-Going Library Contact:** Library Director

**Location:** Aside from meetings with the library director for planning purposes, much of this work can be done remotely.

**Contact Person:** Carla Lehn, Library Volunteer Coordinator (916)555-7743/ clehn@library.ca.gov

**Date Revised:** 3/17

**California State LIBRARY**

**Volunteer Public Relations Specialist – Literacy 30th Anniversary**

**Job Description**

**Position Overview and Impact:** Guide the development of a statewide public relations campaign during a month-long celebration in honor of the 30th Anniversary ofCalifornia Library Literacy Services in September, 2014. The objectives of the project are: (1) to increase public awareness about Adult Literacy (most people know and understand low literacy in children, but not in adults); and (2) to assist in recruiting volunteers to be trained as tutors in order to eliminate waiting lists and serve more adults.

**On-Going Library Contact:** Carla Lehn

**Key Responsibilities:**

1. Assist in identifying key message strategies using our logo, events being held around the state, new video pieces of learners and tutors, and our tag line: *“California Library Literacy Services: Build Skills. Change Lives. Get Involved.*

2. Develop a statewide public relations campaign to get the message out through media outlets and social media, with very little budget, but with support from library literacy staff and volunteers throughout the state.

**Qualifications:**

* Willingness to gain an understanding of California Library Literacy Services mission and services
* 5+ years experience and demonstrated success in designing public relations campaigns, preferably regional or statewide

**Training Provided:** Orientation to California Library Literacy Services, and regular meetings with the project director and statewide 30th Anniversary team to plan activities, monitor progress and provide data, background information and problem-solving support.

**30th anniversary toolkit:** [**http://libraryliteracy.org/staff/resources/30\_anv/index.html**](http://libraryliteracy.org/staff/resources/30_anv/index.html)

**Benefits to Volunteer:** Use your professional skills to assist in raising awareness of a much overlooked societal problem, and attract potential volunteers to the project who can help to change even more people’s lives.

**Time Commitment:** 3 – 5 hours per week for 8 months

**Initial Contact Person:** Carla Lehn, Library Programs Consultant

**Date Revised:** 1/30/14

**California State Library**

**Assistant Volunteer Coordinator**

**Volunteer Job Description**

**Position Overview and Impact:** Supports the engagement of volunteers to assist in achieving the state library’s information and cultural heritage mission, and increase the library’s visibility and community connections.

**Key Responsibilities:**

1. Check the state library’s VolunteerMatch account at least 3 times per week for new volunteers who have expressed interest.

2. Compare new applications with job description to identify qualified candidates. Share qualified candidate applications with appropriate staff member(s), and follow up to determine which, if any, they wish to interview.

3. As time allows, follow up with potential volunteers who did not submit an application to be sure they understood that was the next step.

4. If schedule permits, serve as a member of the internal volunteer engagement team (monthly).

**Qualifications:**

* Commitment to volunteerism and interest in learning about volunteer engagement practices.
* Good organizational skills and high level of comfort with online communication.
* Good written and oral communication skills.
* Ability to maintain confidentiality.
* Human Resources experience helpful, but not required.

**On-Going Library Contact:** Carla Lehn, Library Development Services

**Training and Support Provided:** Training on how to use VolunteerMatch and state library volunteer policies and procedures. Meetings with staff as needed for coordination and problem-solving.

**Time Commitment:** 4 – 6 Hours per Week

**Length of Commitment:** Minimum 6-month commitment requested

**Benefits of Volunteering:**

* Assist with extending the state library’s reach into the community, and increase services to library users.
* Opportunity to learn about volunteer engagement practices.
* Work could be done at the library or virtually (from volunteer’s computer and phone).

**Initial Library Contact:** Carla Lehn,[**clehn@library.ca.gov/**916-555-1234](mailto:clehn@library.ca.gov/916-555-1234) **Date Revised:** 3/2015