

Lehn Public Library

Volunteer Position Description

Technology Coach

Position Overview and Impact: Help library users learn to use or increase their skills on the computer and the internet.

Key Responsibilities:

1. During scheduled 3 hour shifts, provide individual help to library customers using library computer work stations.
2. Help people learn to use the library catalog and the internet.
3. Assist people in using other Microsoft software and specialized software installed on library computer workstations.
4. Based on your observation of common user needs and questions, suggest potential classes the library could offer.

Qualifications: Patience
Good Oral Communication Skills
Enjoys working with others
Experience in using Microsoft Internet Explorer and Internet search tools, and other Microsoft PC products

Training and Support Provided: Orientation to the library and its computer policies and procedures, and training in use of the library catalog and specialized software. Access to staff as needed for problem-solving.

Benefits of Volunteering:
Opportunity to use computer and training skills
Chance to meet new people and help others

Time Commitment: Minimum of one scheduled 3 hour shift per week in the library

Length of Commitment: Minimum 6 month commitment requested

Responsible To: Branch Librarian

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

Date Revised: 6/08

LEHN LIBRARY LITERACY SERVICE

Volunteer Position Description

Adult Literacy Tutor

Position Overview and Impact: Significantly impact the life of an adult whose limited literacy is a problem in his/her everyday life by providing weekly one-on-one tutoring sessions based on the learner's specific needs and life goals.

Key Responsibilities:

1. After training, work with your assigned learner to establish a weekly meeting schedule in a neutral public location, such as the library, a church or community center.
2. Plan and conduct lessons keyed to your learner's specific needs, interests and goals. Seek assistance from Literacy Service staff and/or other experienced tutors when needed.
3. Attend a minimum of 4 Tutor In-service Training meetings during your year of service.
4. Reporting requirements: Monthly progress report on hours of service, goals met and materials used submitted by mail, fax or on-line. More frequent reporting expected if problems or concerns arise. If you stop meeting with your learner for any reason, notify Literacy Staff immediately.

Qualifications:

- Be 18 years of age or older, speak English well, and have the ability to read and write English at a 12th grade level. No previous teaching experience is necessary.
- Sensitive, patient, understanding and respectful of learners' situation, needs and goals.
- Willingness to be creative, flexible, enthusiastic and maintain confidentiality.
- Ability to accept your role as peer, not teacher.

Training and Support Provided: A 2-hour orientation, followed by 10-hour training program on adult learner theory, reading techniques, roles and responsibilities of volunteer tutors and how the literacy program works. Following initial training, regular in-services and tutor support meetings are provided. Between meetings, staff and other tutors are available to discuss student progress and problem-solve.

Time Commitment: 4 - 6 hours per week preparing for and meeting with your learner

Length of Commitment: Minimum one year requested to provide continuity for the learner

Benefits of Volunteering:

- Opportunity to positively impact the life of an adult learner.
- Opportunity to learn new skills and meet people who share similar goals and interests.

Responsible To: Literacy Coordinator

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

LEHN PUBLIC LIBRARY

Volunteer Position 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.

Responsible To: Speaker's Bureau Coordinator

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

Date Revised: 6/08

LEHN PUBLIC LIBRARY

Volunteer Position 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, supervise and acknowledge 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.

Responsible To: Library Director

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

Date Revised: 6/08

LEHN COUNTY LIBRARY

Volunteer Position Description

Public Relations Strategist

Position Overview and Impact: Assist in designing promotional materials and a publicity campaign plan to attract new library users and supporters.

Key Responsibilities:

1. Assist in identifying key message strategies based on library mission and services.
2. Create template designs for library promotional brochures, posters & flyers.
3. Develop a list of local media contacts with whom the Library should maintain communication.
4. Assist in developing a publicity campaign plan that will engage the public in understanding what the library has to offer.

Qualifications: • Demonstrated success in graphic design, as well as development of publicity campaigns and promotional materials.

Training and Support Provided: Orientation to the library and regular contact with the County Librarian to plan activities, monitor progress and provide data, background information and problem-solving support.

Time Commitment: 30 hours over a 4 month period

Benefits of Volunteering:

- Assist the Library to expand its users and community supporters.
- Utilize skills in marketing and public relations.
- Make new community contacts.

Responsible To: County Librarian

Contact Person: Carla Lehn, County Librarian (555-1539)

Date Revised: 6/08

LEHN COUNTY LIBRARY

Volunteer Position Description

Community Programs Specialist

Position Overview and Impact: Engage the community at the library by creating and publicizing library program events on topics of that appeal to community members.

Key Responsibilities:

1. In conjunction with Branch Librarian, identify topics of public interest, such as current political or community and determine potential program time slot. (Goal of holding one program per quarter.)
2. Recruit and schedule volunteer presenters on each topic.
3. Develop a publicity plan for each event, which includes the usual media such as posters in the library and notices in local newspapers and websites, but which also includes contacting local groups or organizations who have a particular interest in the topic or need for the information.
4. Work with Library staff to plan for staff and/or volunteer set up and take down of each event. Track and report volunteer hours and numbers of event participants to the Branch Librarian no less than quarterly and ensure that volunteer presenters are thanked for their efforts.

Qualifications:

- Good understanding of community issues
- Good community contacts and event organization skills

Training and Support Provided: Orientation to the library and periodic meetings with the Branch Librarian to plan activities, monitor progress and provide problem-solving support.

Time Commitment: 8 to 15 hours per quarter

Length of Commitment: Minimum 3 month commitment requested

Benefits of Volunteering:

- Assists the Library in meeting its community involvement goals
- Utilize skills in program management.
- Utilize current and develop new local community contacts

Responsible To: Branch Librarian

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

Date Revised: 6/08

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Volunteer Position Description

Title: _____

Position Overview and Impact:

Key Responsibilities:

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- 3.
- 4.

Qualifications:

Training and Support Provided:

Time Commitment:

Length of Commitment:

Benefits of Volunteering:

Responsible To:

Contact Person:

Date Revised: