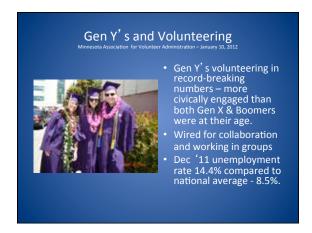




Attracting Gen X to Volunteer • Technology up to date – everything online and current • What can they do or learn to help advance career? • Give options – Fun! job-sharing, flexible hours, telecommute









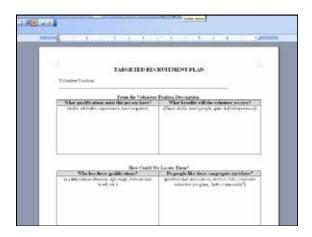
Elements of a Volunteer Position Description Descriptive Title (not just "Volunteer!") Position Overview and Impact (does it make a difference?) Key Responsibilities Qualifications Training and Support Provided Benefits of Volunteering Time & Length of Commitment Staff Connection/Collaborator

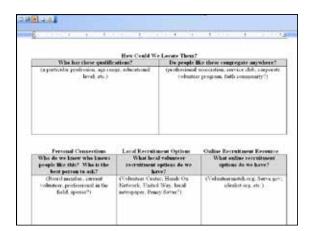
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	Huntington Beach Public Library
	Position Description
	Volunteer Computer Coach
comput	n Overview and Impact: Change a Life! Share your computer skills with novice er users. As the world becomes more wired and the economy demands computer sige, many people are learning to use a computer for the first time. Be part of a team selping to bridge the digital divide in our community.
Key Re	sponsibilities:
1.	Sign up for at least one 2 hour shift per week.
2.	Be available to respond to requests from patrons as needed. Assist users one-on one with such tasks as: logging on to the computers, MS Office, printing, resume formatting, Internet searching and e-mail.
3	Troubleshoot minor computer and printer problems.
4.	identify any additional "Commonly Asked Questions" and share with staff and other

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Online Recruitment

- Volunteermatch.org
- CA Library Websites: Get Involved Widget
- To find a HandsOn near you: Handsonnetwork.org/actioncenters/map
- To find a Volunteer Center near you: 1-800-volunteer.org/1800vol/ OpenSearchVCAction.do















Summary

- Baby Boomers and generations that follow require a different approach
- We Don't Motivate Volunteers -- They Come Motivated by something
- Goal is to Match the Right Person to the Right Job
- Most Important Tool is Written Position Description
- Targeted Recruitment is most effective
- Volunteers can become your most ardent supporters and advocates
- Tools/Resources Exist to Help You --You're Not Alone!
- library.ca.gov/lds/getinvolved.html

Thank you.

Carla Lehn
(916) 653-7743
clehn@library.ca.gov

Get Involved Website
www.library.ca.gov/lds/getinvolved.html