

# 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.

**Collaborator:** 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