

# 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.

**Staff Collaborator:** 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) 653-7743/clehn@library.ca.gov

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