

MONO COUNTY FREE LIBRARY

Volunteer Job Description

Volunteer Community Programs Planner

Importance of Position: Help the library achieve its goal of being a hub of community information for all.

Qualifications:

- Commitment to Mono County Library vision and goals
- Community contacts
- Good telephone and organizational skills
- Willingness to commit to organizing 3 to 4 community programs per year

Responsible To: Branch Librarian

Responsibilities:

1. In conjunction with Branch Librarian, identify topics of public interest, such as current political or community issues of broad appeal, and determine potential program time slot which will meet the goal of holding 3 - 4 such community programs per year.
2. Recruit and schedule volunteer public speakers 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 on local websites, but which also includes contacting local groups or organizations who might have a particular interest in each topic or a particular need for the information which will be presented.
4. Implement each publicity plan, or recruit volunteers to assist.
5. Arrive early to set up the Library for each event, and/or recruit volunteers to assist.
6. Track and report volunteer hours and numbers of event participants to the Branch Librarian no less than quarterly and ensure that volunteer speakers are thanked for their efforts.

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

Benefits of Volunteering:

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

Time Commitment: 8 to 15 hours per quarter

Length of Commitment: Minimum one year commitment requested

Grounds for Termination:

- Failure to carry out assigned responsibilities
- Misrepresenting the Library or its policies

Contact Person: Branch Librarian

Date Revised: 9/98