

NEVADA COUNTY LIBRARY
Volunteer Public Speaker
Job Description

Importance of Position: Bring the mission and vision of the library to constituencies in the community -- such as business, schools, elected officials and schools -- to assist them in feeling like “stakeholders” in the library.

Qualifications:

- Commitment to Nevada County Library vision and mission
- Successful public speaking experience
- Willingness to speak to groups on behalf of the library on an as-needed basis

Responsible To: Volunteer Speaker’s Bureau Coordinator

Responsibilities:

1. Attend a 2 - 4 hour orientation to the Library and training on Speaker’s Bureau objectives, speaker outline and materials.
2. Respond to requests to speak based on your schedule when Speaker’s Bureau Coordinator calls with a speaking engagement.
3. Report data on number of attendees, particular interests of the group and/or unanswered questions to Speaker’s Bureau Coordinator within 3 days of speaking engagements.

Training Provided: Orientation to the Library and training on Speaker’s Bureau objectives, speaker outline and materials.

Benefits of Volunteering:

- Assist the Library to expand its community “stakeholders.”
- Utilize or gain skills in public speaking.
- Meet people who share similar interests.
- Utilize and or develop new community contacts

Time Commitment: 4 - 6 hours per month

Length of Commitment: Minimum of one year commitment requested

Grounds for Termination:

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

Contact Person: Francisco Pinneli, County Librarian (265-1539)

Date Revised: 6/97