

NEVADA COUNTY LIBRARY

Volunteer Speaker's Bureau Coordinator

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
- Community contacts
- Good telephone and organizational skills

Responsible To: County Librarian

Responsibilities:

1. In conjunction with County Librarian, develop speaking engagement objectives and speaker outline and materials.
2. Recruit, train, supervise and recognize volunteer public speakers.
3. Identify priority constituencies to contact for speaking engagements in conjunction with County Librarian. Make calls to them to schedule speaker dates.
4. Contact and schedule a trained speaker to attend each engagement.
5. Track and report volunteer hours and speaking engagements quarterly.

Training Provided: Orientation to the library and principles of volunteer administration. Regular meetings with the County Librarian to plan activities, monitor progress and provide problem-solving support.

Benefits of Volunteering:

- Assist the Library to expand its community "stakeholders."
- Utilize or gain skills in program management.
- Keep public speaking skills current
- Utilize and or develop community contacts

Time Commitment: 10 to 15 hours per month

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: Francisco Pinneli, County Librarian (265-1539)

Date Revised: 6/97