

**MONO COUNTY FREE LIBRARY**  
**Volunteer Job Description**  
**Volunteer Trainer**

**Importance of Position:** Helps to ensure that maximum benefit is derived from and satisfaction achieved for a valuable cadre of consistently well-trained volunteers.

**Qualifications:**

- Commitment to the mission of the Library
- Demonstrated success in training adults
- Willingness to attend training on the Library, use of the prepared curriculum, adult learning styles and successful training techniques

**Responsible To:** Branch Volunteer Coordinator

**Responsibilities:**

1. Successful completion of a two - three hour training on the Library, use of the prepared curriculum, adult learning styles and successful training techniques.
2. Present the prepared curriculum in a two hour session to groups of new library volunteers a minimum of 4 times per year.
3. Provide data to Branch Volunteer Coordinator about which volunteers attended.

**Training Provided:** A two - hour training on the Library, use of the prepared curriculum, adult learning styles and successful training techniques. Each certified trainer will receive a curriculum binder for use in the session, which includes all materials needed to successfully deliver the program.

**Benefits of Volunteering:**

- Opportunity to assist the Library in creating an effective volunteer workforce
- Opportunity to brush-up or enhance your own training skills
- Chance to meet people who share similar interests

**Time Commitment:** Initial 2 - hour training, then 10 - 12 hours over a year's time

**Length of Commitment:** Minimum one year

**Grounds for Termination:** Failure to carry out assigned responsibilities.  
Breach of confidentiality

**Contact Person:** Branch Volunteer Coordinator

**Date Revised:** 9/98