

# ST. HELENA PUBLIC LIBRARY

## Volunteer Position Description

### *Library Arts Program Ambassador/Consultant*

**Position Overview and Impact:** Did you know your library is a cultural hub and place for art appreciation, artistic expression and discovery in the community? Help the library by recruiting volunteers with an interest in art and the community who will assist in the presentation and expansion of library art-related programs.

#### **Key Responsibilities:**

- Make and track connections in the community with individuals and organizations that have an interest in supporting the arts.
- Inform individuals and organizations in the community of library goals related to “Library Community Arts Initiative”
- Vet and refer interested individuals to appropriate library staff and other volunteer leaders.
- Seek out new opportunities for library to meet goals related to “Library Community Arts Initiative” in the form of partnerships, programs or volunteer engagement.

#### **Qualifications:**

- Desire to share a love and appreciation for the arts with others.
- Organizational skills for the purposes of tracking contacts with individuals and organizations.
- Ability to recognize how individuals’ skills and interests may benefit the Library Community Arts Initiative and appropriately connect individuals with library staff or volunteers.
- Ability to identify and approach organizations in the community that have similar missions and interests that could help advance the Library Community Arts Initiative.
- Good communication skills.
- Presentation skills.
- Good “people skills”
- Ability to use email.

**Training and Support Provided:** The Library will support this position by providing training about the Library Community Arts Initiative and providing opportunities for the volunteer to participate in developing specific programs as desired. The volunteer will be kept informed of all Initiative developments, programs and opportunities. The Library will be open to innovative and inventive ideas.

**Benefits of Volunteering:**

- Use your unique communication skills to help the library make connections in the community and further its goals.
- With your help, children and adults will gain a new understanding of historical contributions and cultural dimensions of the arts.
- Share your own skills and interest in art history, art education and/or various art mediums with the next generation of artists and help shape young people's experience of art and culture in our community.
- Meet new people interested in the arts.
- Help the library achieve its vision of being an innovative, cultural hub and place for art appreciation and learning in the community.

**Time Commitment:** Flexible. Ideally, 8 to 15 hours per month, minimum 4 hours per month

**Attend initial planning meeting with library staff and other volunteers.**

Follow-up meetings only as needed.

**Can work from home on your own time.**

**Length of Commitment:** Minimum 6 month commitment requested

**Responsible To:** Library Director and/or Children's Librarian as appropriate

**Contact Person:** Jennifer Baker, Library Director, 967-2805

*Date Revised: 1/09*