**LEHN PUBLIC LIBRARY**

**Volunteer Job Description**

**Volunteer Orientation 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 to three-hour training on the Library, use of the prepared orientation 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

**Contact Person:**  Branch Volunteer Coordinator

**Date Revised:** 9/2012