

Montana State Library Board Education Program Volunteer Trainer Job Description

Importance of Position: Communities will have library board trustees who are able to assess the needs of the community and to plan, advocate, and lead so the library meets those needs.

Qualifications:

- At least 3 years experience as a local public library trustee
- Demonstrated experience and success in training adults
- Ability to use personal computer for project communication
- Successful completion of two day trainer institute resulting in Board Education program certification
- Willingness to travel

Additional Skills and Personal Qualities Desired:

- Ability to create positive energy (motivation) in both individuals and groups
- Ability to present information clearly and engagingly in a manner that establishes credibility and rapport
- Ability to accurately understand the needs, values and opinions of others, and be able to modify one's own presentation/communication style while adhering to curriculum objectives

Benefits of Volunteering:

- Opportunity to assist in assuring the effectiveness of local library boards
- Opportunity to utilize and enhance knowledge and training skills
- Opportunity to meet people who share similar interests
- Opportunities for travel to Montana library communities

Responsible To: Program Supervisor

Responsibilities:

1. Successful completion of a two day Trainer Institute on the project and its goals, use of the prepared curriculum, adult learning styles, successful training techniques and board needs analysis steps.
2. Deliver two or three hour prepared curriculum workshops for at least three library boards at the library location. Reasonable travel expenses will be reimbursed.
3. Maintain strict confidentiality of information learned while working with library boards.
4. Work with the library to assess training needs, deliver workshop, follow-up with the library after the workshop, and send an evaluation summary to the Program Supervisor.

Time Commitment: Initial two day Trainer Institute, then 30 - 40 hours depending on required travel time.

Grounds for Termination:

- Failure to be certified following Trainer Institute
- Failure to carry out assigned responsibilities
- Breach of confidentiality

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