Veterans Connect @ the Library – Community Outreach Specialist

Volunteer Position Description

**Position Overview and Impact:** Engage with the Veteran community and at the library through public speaking, and creating and promoting library programs and events on topics that appeal to Veterans, their family members and the public.

**Benefits:**
- Educate Veterans about library resources for them and their families
- Assist Veterans and their families to access benefits and services for which they may be eligible
- Increase visibility to the library’s Veteran Resource Center
- Increase the public’s opportunity to meet with and engage with Veterans

**Key Responsibilities:**

1. Work with library staff, volunteer, Veterans, and Veteran Service organizations and/or advisory groups to identify and participate in Veteran events and programs at the library and in the community.

2. Under library supervision, attend and participate in Veteran service organization meetings and/or advisory groups to speak on behalf of the library’s Veteran Resource Center, events, programs and library resources for Veterans and their families.

3. Engage and recruit new volunteers and Veterans from the community to volunteer at the library’s Veteran Resource Station.

4. Engage volunteers and Veterans to assist at community events and library programs for Veterans.

**Qualifications:**

- Interest in helping and serving Veterans and their families;
- Public speaking skills; strong verbal and written skills;
- Community relations/engagement experience;
- Familiarity with military life, Veterans’ issues, reintegration challenges, or willingness to learn;
- Ability to maintain confidentiality and respect personal boundaries;
- Basic computer and Internet skills required; smart phone experience helpful;
- Successful completion of all training for this position.

**Training and Support Provided:** Required training is provided via online training modules available at [www.calibrariesforveterans.org](http://www.calibrariesforveterans.org). Additional training is offered by library supervisor and via webinars or on-ground workshops from CalVet or other Veteran Service Organizations on as needed basis.

**Time Commitment:** Determined by opportunity in the community and on as needed basis.
Length of Commitment: Minimum six-month commitment requested.

Benefits of Volunteering:

- Opportunity to honor Veterans’ service by public speaking on behalf of library’s resources for Veterans
- Training and experience in community engagement and public speaking

Contact Person:

Date Revised: 8/18/2016