



## League of Women Voters of Nevada County

### Voter Services Director Volunteer Job Description 2026

**Term:** June 2026 – June 2027

#### Why This Role Matters – Position Overview

##### Why is this position important? What impact will it make?

Voter Service Director leads the activities in LWV Nevada County to encourage the active and informed participation of citizens to exercise their right to vote. This includes assisting in voter registration and providing voters with election information through distribution of Easy Voter Guides, coordination of candidate forums, presentation of ballot proposition Pros & Cons and updating [VOTE411.org](http://VOTE411.org). These are all impartial and nonpartisan activities with a main goal of informing voters. Today, Pros & Cons and Vote411 committees both have a chairman and Candidate Forums are staffed with experienced people. There is significant overlap with the Education Committee, which is fully staffed.

#### Time Commitment

The Voter Service Director has typically led meetings with committee chairmen once a month for 30-60 minutes. These meetings are usually conducted online (i.e. zoom, google meet). Meeting frequency, duration and venue are at the discretion of the Voter Service Director.

Planning outside the committee meetings has been less than half an hour in non-election times and can be a couple of hours per month for a couple of months during election seasons. These times are flexible and based on what events are planned by the Voter Service committees during their meetings.

#### Qualifications and Skills Preferred

The ability to coordinate and plan events, lead meetings and clearly communicate goals and accomplishments to Voter Service committee members and to the LWV Nevada County Board of Directors are all skills that will either be exercised by the Voter Service Director. Taking on this role without experience in any of these areas is an opportunity to build these skills with a supportive team around you.

**Location** - All activities are in Nevada County.

## **How will this position benefit the volunteers?**

This is a great opportunity to take a lead position in the heart of the organization with the ability to make a real impact on our community.

## **Link to an event to give them more info about where they will be volunteering**

This is a review of last year's Voter Service activities: <https://my.lwv.org/california/nevada-county/recent-past-election>

Voter Service will be providing local voters with information on these elections in 2026:

<https://my.lwv.org/california/nevada-county/elections/upcoming-elections>

## **Additional Information**

The current Voter Service Director will remain on the LWV NC Board of Directors during the June 2026 – July 2027 term and is available for transitioning and mentoring.

**Staff Name and Contact** - Randi Swisley, [randiswisley@lwvnevadacounty.org](mailto:randiswisley@lwvnevadacounty.org)

## **League of Women Voters Purpose, Mission, Values and Scope**

The League of Women Voters of Nevada County is a nonpartisan organization encouraging informed and active participation in government that empowers citizens to shape better communities.

Our Mission is to protect voting rights and inspire civic engagement with courage and integrity as we engage with the community.

We are dedicated to unbiased voter education about elections, the voting process and public policy. Therefore, we do not advocate on issues, and we adhere to the nation-wide LWV policy of never supporting or opposing any political party or candidate.

To conduct our voter service and citizen education activities, resources are available to us from the National and California League of Women Voters Education Funds, which are 501(c)(3) corporations, nonprofit educational organizations. These resources are developed from a rich source of knowledge held, and research conducted by our members nationwide.