VOLUNTEER
POSITION DESCRIPTION

POSITION: Event Assistant
LIBRARY DEPARTMENT: Youth Services, Information & Reader Services

I. SUMMARY
Under the supervision of a program coordinator, help with special room set ups, greet program attendees, and assist with last-minute preparations.

II. SKILLS NEEDED
Primary duties and responsibilities:
1. Attention to detail.
2. Dependable.
3. Congenial and cheerful to greet program participants.

III. QUALIFICATIONS FOR POSITION
• This volunteer position requires availability between 9 a.m. to 9 p.m., weekdays, when programs are typically scheduled.
• You must be 14 years old or over.
• Ability to work a two-hour shift is highly desirable.
• Consent to a background check is required for this position.