FORSYTH COUNTY PUBLIC LIBRARY

(Rev. 11.12.26)

## VOLUNTEER POSITION DESCRIPTION

# Program Support Volunteer

***Public Services – Cumming***

Looking for a great place to volunteer? Forsyth County Public Library in Cumming is a 5-branch library system with some of the busiest libraries in the state of Georgia! We're searching for Program Support volunteers to assist Staff members with the preparation and running of Library programs. Explore this exciting opportunity to join our library family!

**Position Overview:**
As a Program Support volunteer, you'll prepare program & promotional materials using various crafting tools. You'll also help set up rooms for programs, help with crowd control & monitoring, participate under the direction of Library staff, act as a photographer, and/or assist with clean up.

**Hours & Commitment:**
We are looking for volunteers who can commit to at least **three months** of service with our library and who can volunteer **$1^{1/2}$-15 hours of their time per week** helping with one or more specific program shifts:

| Current Openings | |
|---|---|
| **Cumming Branch**<br>• Tuesdays from 9:15 a.m. - 12:15 p.m. for Toddler Tales and Preschool Pals Storytimes | **Hampton Park Branch**<br>• No current openings |
| **Post Road Branch**<br>• No current openings | **Sharon Forks Branch**<br>• No current openings |
| **Denmark Branch**<br>• No current openings | |

**Physical Demands:**
This position requires: prolonged periods of standing; frequent periods of stooping, bending, reaching, and walking; a high degree of manual dexterity and repetitive hand movement; frequent lifting & carrying of light objects (individual or multiple books); occasional lifting of heavy items (containers of library materials or props); occasional use of pushing & pulling motions to move chairs, tables, or meeting room wall partitions; and the ability to independently lift or move a container of library materials which may weigh up to 40 pounds.

**Qualifications:**
Age: 16+. High School diploma, GED, or current enrollment in High School. Ability to maintain accuracy, quality control, and attention to detail while using die-cuts, laminators, paper-cutters, and other crafting tools. Ability to follow verbal & written instructions and assemble crafting projects with minimal supervision.

**To Apply:**

1. **Review the FAQ and Volunteer Handbook** located on the library's website.
2. **Complete a Volunteer Application** (available on the library website or at any branch).
3. **Email completed application** to fcpl-volunteers@ForsythPL.org. You can also bring it to the front desk at any branch, mail it to HR/Volunteers - #V-2026 Forsyth County Public Library, 585 Dahlonega Street, Cumming, GA 30040, or fax it to 770-781-8089.

Questions can be directed to the Library's **Human Resources Office** at fcpl-volunteers@ForsythPL.org.

**All volunteering agreements are contingent upon successfully passing the appropriate background checks.**