

**FORSYTH COUNTY PUBLIC LIBRARY**  
**VOLUNTEER JOB DESCRIPTION**  
*Program Support Volunteer*

Location:	<b>All Locations</b>				
Department:	Public Services				
Length of Commitment:	Three month minimum				
Hours Involved:	3-15 hours per week. Must be available for one or more of the following shifts: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <b>Cumming Branch:</b>  <i>Tuesday: 9:15 a.m. – 12:15 p.m.</i>  <i>Wednesday: 10:00 a.m. – 12:00 p.m.</i>  <i>Thursday: 6:00 p.m. – 8:00 p.m.</i> </td> <td style="width: 50%; padding: 5px;"> <b>Post Road Branch:</b>  <i>Tuesday: 9:30 a.m. – 12:30 p.m.</i> </td> </tr> <tr> <td style="padding: 5px;"> <b>Hampton Park Branch:</b>  <i>Monday: 9:30 a.m. – 12:30 p.m.</i>  <i>Thursday: 9:30 a.m. – 12:30 p.m.</i>  <i>Friday: 9:30 a.m. – 12:30 p.m.</i> </td> <td style="padding: 5px;"> <b>Sharon Forks Branch:</b>  <i>Monday: 6:00 p.m. – 8:00 p.m.</i>  <i>Thursday: 9:30 a.m. – 11:30 a.m.</i> </td> </tr> </table>	<b>Cumming Branch:</b> <i>Tuesday: 9:15 a.m. – 12:15 p.m.</i> <i>Wednesday: 10:00 a.m. – 12:00 p.m.</i> <i>Thursday: 6:00 p.m. – 8:00 p.m.</i>	<b>Post Road Branch:</b> <i>Tuesday: 9:30 a.m. – 12:30 p.m.</i>	<b>Hampton Park Branch:</b> <i>Monday: 9:30 a.m. – 12:30 p.m.</i> <i>Thursday: 9:30 a.m. – 12:30 p.m.</i> <i>Friday: 9:30 a.m. – 12:30 p.m.</i>	<b>Sharon Forks Branch:</b> <i>Monday: 6:00 p.m. – 8:00 p.m.</i> <i>Thursday: 9:30 a.m. – 11:30 a.m.</i>
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Position Overview:	Assists with preparation of program materials and assists during library programs.				
Major Tasks:	Assists with preparing program materials (using die-cut machine, laminator, paper cutter, etc.). Assists with preparation of promotional materials (cutting bookmarks, folding flyers, etc.). Assists with room set up. Helps with crowd control and monitoring. May participate in program under the direction of Library Staff. May act as photographer during the program. Assists with clean-up.				
Qualifications:	High School diploma/GED or current enrollment in High School. Ability to consistently maintain a high degree of accuracy, quality control, and attention to detail. Ability to follow verbal & written instructions, and work independently. Ability to use die-cut, laminator, paper-cutter, and other crafting tools. Ability to assemble crafting projects with minimal supervisor. Must be able to make a straight cut with scissors.				
Physical Demands:	Requires prolonged periods of standing, and frequent periods of stooping, bending, reaching, and walking. Requires a high degree of manual dexterity and repetitive hand movement. Work involves frequent lifting & carrying of light objects (e.g., individual or multiple books), occasional lifting of heavy items (tubs or boxes of library materials or props), and occasional use of pushing & pulling motions to move chairs, tables, or meeting room wall partitions. Must be able to independently lift or move a tub/container of library materials (which may weigh up to 40 pounds).				

**To Apply:**

1. **Review the Volunteer Posting** (above) which describes the hours, tasks, qualifications, & physical demands.
2. **Review the [Frequently Asked Questions](#)** and **[Volunteer Handbook](#)** located at the library’s website.
3. **Complete a [Volunteer Application](#)** (available at the Library website or any branch).
4. **Submit completed application** to HR/Volunteers - #V-2022 Forsyth County Public Library, 585 Dahlonega Street, Cumming, GA 30040. You can also fax completed application to 770-781-8089 or email completed application to [FCPL-Volunteers@forsythpl.org](mailto:FCPL-Volunteers@forsythpl.org).

Refer to the **[FCPL Volunteer Handbook](#)** located at the Library website (<https://www.forsythpl.org/volunteer>) for details about the Volunteer Program. Questions can be directed to the Library’s Human Resources Office at [fcpl-volunteers@forsythpl.org](mailto:fcpl-volunteers@forsythpl.org).

*All volunteer assignments are contingent upon successfully passing the appropriate background checks*