



VOLUNTEER
POSITION DESCRIPTION

POSITION: Activity Prep Assistant
LIBRARY DEPARTMENT: Public Services

I. SUMMARY

Under the supervision of a Coordinator, help assemble materials for library programs and outreach visits.

II. SKILLS NEEDED

Primary duties and responsibilities

1. Attention to detail.
2. Ability to work independently.
3. Manual dexterity.

III. QUALIFICATIONS FOR POSITION

- This volunteer position requires seasonal availability between 9 a.m. to 5 p.m., weekdays.
- 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.