



## VOLUNTEER POSITION DESCRIPTION

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POSITION: Program and Event Assistant  
LIBRARY DEPARTMENT: Public Services

### I. SUMMARY

Under the supervision of a Coordinator, help with special room set ups, greet program attendees, help collect attendance statistics, and assist with last-minute preparations. Act as a representative of the library in support of programming staff.

### II. SKILLS NEEDED

Primary duties and responsibilities:

1. Attention to detail.
2. Dependable.
3. Congenial and cheerful to greet program participants.
4. Manual dexterity.

### 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.