

VOLUNTEER JOB TITLE:

Events Assistant

VOLUNTEER REPORTS TO:

Administrative Assistant, Administration

TIME COMMITMENT REQUIRED:

About three hours per event

PURPOSE OF VOLUNTEER JOB:

Enhance library programs and events by assisting attendees

DUTIES & RESPONSIBILITIES:

- Welcome guests
- Provide directions and guidance to activities
- Monitor non-public areas so attendees do not become lost
- Help in the management of food and beverages
- Assistance in clean up after the event

SKILLS/ABILITIES/QUALIFICATIONS REQUIRED:

- High social skills
- Ability to speak and understand English
- Ability to work congenially with staff, the public, other volunteers and convey a positive, friendly attitude
- Ability to understand and follow written and verbal instructions, policies, and procedures
- Ability to receive instruction from library staff and the cooperation to abide by library policies

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