

ROLE DESCRIPTION:

As a Special Project & Events Assistant you will assist and support library staff at citywide library events and special projects.

SPECIAL PROJECTS & EVENTS ASSISTANT

RESPONSIBILITIES:

- Meet and greet patrons and members of the community at library and community events
- Provide general information about library services, programs, and materials
- Assist with the setup, implementation, and cleanup of library event and special projects
- Help with craft tables, games, or imagination playground at library events
- Redirect patrons and community members to library staff if they need further assistance

QUALIFICATIONS/SKILLS REQUIRED

- Must be 18+
- Have a pleasant and friendly attitude and demeanor
- Ability to communicate well with others
- Patience, reliable
- Being flexible and able to adapt quickly if given a new volunteer assignment/task
- Ability to work with and get along with diverse groups of people
- Ability to work without supervision

TIME/COMMITMENT

- As needed throughout the year

BENEFITS

- Acquire new skills and gain work experience
- Use as job reference/resume
- Give back to the community
- Gain service hours
- Make a difference in someone's life
- Build new relationships
- Gain behind the scenes knowledge of library resources

LOCATION OFFERED

- Any; varies based upon type of event or program