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

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