Job Description

Event Volunteer

Department: Adult Services

Mission: Expand Minds & Build Community

Reports to: Adult Programming Staff

Description: Assists with adult library programming events, making them fun and enjoyable for all

Qualifications:
• Minimum age of 18
• Available once or twice a month, when events are scheduled
• Be available at least 2-3 hours during the actual event
• Good communication skills
• Commitment to scheduled time/ promptness

Responsibilities:
• Act as greeter or usher for various events
• Serve refreshments
• Assist to prepare and dismantle decorations and displays

Length of Commitment:
• 3-6 months requested

Time Commitment:
• Flexible