



SPECIAL EVENTS ASSISTANT: VOLUNTEER POSITION DESCRIPTION

Please note that this is a volunteer position.

POSITION NAME: **SPECIAL EVENTS ASSISTANT**

POSITION CATEGORY: **CIRCULATION SERVICES, CHILDREN'S SERVICES**

Time Commitment: Flexible; minimum of 2 hours per week.

POSITION DESCRIPTION:

Assist the staff at the Library during special events, programs, and open houses. Duties may include such activities as: facilitating a board game, manning a craft table, setting up refreshments, and may even entail preparations prior to, and after, the event. Duties vary greatly depending on the type of the event.

QUALIFICATIONS:

- Great job for students and adults, either at events, or behind the scenes.
- Enjoy meeting new people.
- Friendly and welcoming personality.
- Creative and innovative.
- Like to have fun!

COMMITMENT:

- Ability to commit to specific events.

RESPONSIBILITIES:

- Greet the attendees.
- Direct the attendees to a specific area.
- Oversee a table, booth, game, or activity.
- Assist in the planning, prepping, decorating, etc. for the event.