



Adult Events Assistant Volunteer Job Description

Mission: Be a hub for engagement, literacy and learning, and lifelong curiosity and discovery.

Title: Adult Events Assistant

Responsible To: Manager of Adult Services

Qualifications:

- Possess excellent customer service skills to interact with the public
- Ability to listen to library employees and take direction
- Ability to lift and move moderately heavy furniture and/or library materials

Responsibilities:

Duties may include, but are not limited to:

- Help with event setup and cleanup (arranging tables, chairs, etc.)
- Using craft items (scissors, hot glue, tape, etc.)
- Setting food or beverage items out and serving (coffee, tea, popcorn etc.)
- Welcoming and providing directions to library patrons
- Handing out informational resources and/or event supplies
- Independently assisting event participants with crafts
- May assist with a variety of Adult Services classes or training offered to the public
- Other duties as assigned depending on the program

Time Commitment: A minimum shift of two hours per event. Ongoing time commitment with a 3-6 month minimum expectation.

Training: Report to Ask Here desk on 3rd floor to receive training and instruction from an Adult Services employee prior to an event or first shift.

Location: Adult Services, 3rd floor

Contact: Volunteer Coordinator, 307-773-7224 or VolCoor@lclsonline.org