



CMR Materials Specialist Volunteer Job Description

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

Title: Community & Media Relations (CMR) Materials Specialist

Responsible To: Design & Exhibitions Supervisor or other CMR employee

Qualifications:

- Attention to detail
- Ability to neatly cut and fold straight lines

Responsibilities:

- Assist with special projects as designated by CMR employees
- Process print materials CMR creates for library public services and events
- May operate folding machine, copier and/or basic computer programs
- Other duties as assigned depending on specific CMR project

Time Commitment: Varies depending on the needs of CMR

Training: Training up to one hour will be scheduled with Design & Exhibitions Supervisor or other CMR employee at the beginning of shift.

Location: Community & Media Relations (2nd floor)

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