



Special Events Assistant Volunteer Job Description

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

Title: Special Events Assistant

Responsible To: Volunteer Coordinator, or designated library employee depending on the event

Qualifications:

- Excellent customer services skills and the ability to professionally communicate with the public
- Must be able to listen and take direction from library employees
- Ability to lift and move moderately heavy furniture and/or library materials

Responsibilities:

- Assist library employees during special events ranging in scope from banquets of 500+ donors, to community-wide events and/or smaller scale events for specific library programs
- Annual events include Booklover's Bash (bidding, setup and cleanup) and managing the Summer Reading prize tent
- Demonstrate professionalism at all times while interacting with members of the public, Board members, donors, etc.
- May help with setting out and serving food or beverages
- Assistance with event setup and cleanup (arranging tables, chairs, etc.)
- Welcoming attendees and/or handing out informational resources, event supplies, etc.
- Other duties as assigned, depending on the event

Time Commitment: A minimum shift of two hours per event. Specific schedule varies depending on the event. Ongoing time commitment with a 3-6 month minimum expectation.

Training: Training is scheduled with the Volunteer Coordinator or appropriate library employee(s) depending on the event. Direction is typically provided to the volunteer at the beginning of their shift.

Location: Varies depending on the event. Volunteer Coordinator will be a main point of contact for direction and is located on the 2nd floor in Community & Media Relations (inside the Business Offices)

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