



Youth Events Assistant (Large) Volunteer Description

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

Title: Youth Events Assistant (Large)

Responsible To: Youth Services Event Coordinator, Lead Volunteer, or other designated Youth Services Event Specialist

Qualifications:

- Must have experience volunteering for small and medium-sized Youth Services events at the library
- Comfortable interacting with multiple children, families and other library patrons in a group setting of over 200 people
- Patient customer service skills for interactions with several people at one time
- Ability to work independently and troubleshoot issues without assistance
- Physical ability to stand for long periods of time (up to 3 hours during a large event), lift and move moderately heavy furniture and/or equipment 20+lbs. Other physical activity may be required depending on specific assignment during an event.

Responsibilities:

Duties may include, but are not limited to:

- Setup and cleanup of multiple activities (arranging tables, chairs, food, etc.) for a large group of 201+ participants during events such as Harry Potter's birthday, New Years at Noon, etc.
- Give instruction to children and families for crafts, snacks and other program activities. May assist in implementation of activities.
- Answer questions independently and interact with many participants at a large youth event.
- Other duties as assigned, depending on the program/event.

Time Commitment: Volunteer shifts of 3+ hours (will include breaks). Ongoing time commitment with a 3-6 month minimum expectation.

Training: Report to Cottonwood Room on 1st floor to receive direction prior to an event or shift. Initial training is typically completed through demonstration of successful volunteer participation in small and medium-sized Youth Services events.

Location: The Cottonwood Room is used for large events. Youth Services is located on the 2nd floor.

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