



## Youth Events Assistant (Medium) Volunteer Description

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

**Title:** Youth Events Assistant (Medium)

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

### Qualifications:

- Must have experience volunteering for small Youth Services events at the library
- Comfortable interacting with multiple children, families and other library patrons in a group setting of up to 51-200 people
- Patient customer service skills for interactions with several people at one time
- Can take direction from library employees, work independently and troubleshoot issues.
- Physical ability to stand for long periods of time (up to 2.5 hours during a medium event), lift and move moderately heavy furniture and/or equipment up to 20lbs. 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 medium-sized group of 51-200 participants.
- Assist with crafts, snacks and other program activities based on initial instruction and familiarity with commonly used supplies.
- Answering questions from attendees at a medium-sized youth event and/or providing them with informational resources.
- Other duties as assigned, depending on the program/event.

**Time Commitment:** Volunteer shifts of 2.5-3 hours. Ongoing time commitment with a 3-6 month minimum expectation.

**Training:** Report to Greeter Desk on 1st floor to receive direction from a library employee prior to an event or first shift. Initial training is typically completed through demonstration of successful volunteer participation in small Youth Services events.

**Location:** Youth Services is located on the 2<sup>nd</sup> floor. Check-in at Greeter Desk on 1<sup>st</sup> floor as assigned event location will vary.

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