



Youth Events Assistant (Small) Volunteer Description

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

Title: Youth Events Assistant (Small)

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

Qualifications:

- Must be able to interact with children, their families and other library patrons in a group setting of up to 50 people while exercising friendliness, patience and understanding.
- Ability to take direction from library employees, work independently, troubleshoot minor issues and ask for help when needed.
- Physical ability to stand for long periods of time (up to 1-hour during a small event), lift and move moderately heavy furniture and/or equipment up to 20lbs.
- Familiarity with and use of a variety of craft supplies such as scissors, tape, stapler, cutting knives, glue gun, etc.

Responsibilities:

Duties may include, but are not limited to:

- Helping with event setup and cleanup (arranging tables, chairs, food, etc.) for a small group of 1-50 participants.
- Follow prescribed instructions to assist with crafts, snacks and other program activities.
- Answering routine questions from attendees in a small youth event and/or providing them with informational resources, supplies, etc.
- Other duties as assigned, depending on the program/event.

Time Commitment: A maximum volunteer shift of 2 hours. Ongoing time commitment with a 3-6 month minimum expectation.

Training: Report to Ask Here desk on 2nd floor to receive training and instruction from a Youth Services employee prior to an event or first shift. As a new volunteer in Youth Services, you may be asked to attend an orientation with a Youth Services employee in addition to the general volunteer orientation with the Volunteer Coordinator.

Location: Youth Services (2nd floor)

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