

# Special Events Attendant

## Time Commitment

Flexible, varies with event

## Purpose

Help with special events held at the library by assisting staff and patrons

## Benefits of Volunteering

- Chance to meet new people
- To work in pleasant surroundings
- To develop new skills
- Give something back to the community
- Share your talents
- Feel needed and valued
- Enhance your resume
- Satisfaction from accomplishment

## Duties & Responsibilities

- Sets up and takes down event items: chairs, tables, etc.
- Greets and directs the public
- Helps with craft or games
- Carries out any necessary tasks for the event

## Skills/Abilities/Qualifications Required

- Strong verbal communication skills
- Ability to work congenially with staff, patrons and other volunteers
- Minimum age of 14
- Willingness to work outdoors when necessary
- Ability to receive instruction from library staff, and the cooperation to abide by library policies and regulations