

GREETER

Proactively assist the public to identify Library services and resources.

TIME: 2 to 4 variable hours per week.

COMMITMENT: This position requires a 6-month commitment.

DUTIES:

- Act as a member's first access point to the Library.
- Answer basic directional questions.
- Refer members to the Member's Services Desk for detailed questions concerning member's account information and other circulation functions.
- Refer members to the Research Desk for subject searching, registering for events and help with computers (including printing and use of e-resources).
- Refer members to the Children & Teens Services Desk for children's literature, storytelling and other programs.
- Collect money from purchased donated books and sell library bags to help fund Friends of the Library-sponsored events.
- Maintain the donated book sale area.

QUALIFICATIONS:

- Interest in working with the public.
- Confidently communicate effectively and connect with people of all ages and background.
- Display positive attitude and enthusiasm to help members in the community.
- Reliable and dependable.

TRAINING: Volunteer Coordinator/Volunteer Facilitator will provide initial orientation and on-the-job training.

SUPERVISION: Volunteers will be supervised by the Volunteer Facilitator and designated library staff.

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