

# VOLUNTEER PROGRAM ASSISTANT

## Lantana Road Branch

### TIME:

3 to 4 hours per program, once a week.

### COMMITMENT:

This position requires a six-month commitment.

### DUTIES:

- Offer assistance to guest speakers, as needed (hand out tickets, brochures, adjust lights and open doors after activity).

### QUALIFICATIONS:

- Interest in working with the public.
- Ability to communicate effectively.
- Display a positive attitude and enthusiasm for reading and libraries.
- Flexible working hours.

### TRAINING:

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

### SUPERVISION:

Volunteer will be supervised by the Volunteer Facilitator and designated Library staff.

