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 assistant 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.