



Title: Special Events Volunteer

Description: Assist staff during library-sponsored programs. Many programs take place during evenings and weekends when we have fewer staff on duty. These programs may be one-time or ongoing events. This volunteer position is perfect for people who want to help the library but are unable to commit to a weekly schedule of volunteering.

Contact: Elizabeth Buckley, Coordinator of Volunteer Services: ebuckley@tcpl.org or 607-272-4557, ext. 226

Supervisor: The supervisor will be determined by the event.

Job duties:

- Direct participants and/or audience members to the location of the event
- Control crowds before and after the event
- Count the number of participants
- Hand out items such as programs and raffle tickets
- Explain what patrons can do at each station or area within the event location
- Set up and break down tables, chairs, etc.
- Keep food areas stocked and clean
- Dress professionally

Requirements:

- Ability to get along with a variety of people
- Ability to be friendly and approachable
- Ability to quickly switch tasks when asked