



**Title:** Special Events Volunteer

**Description:** Assist staff during library-sponsored programs. Many programs take place during the evenings and weekends when we have fewer staff on duty. These programs may be one-of-a-kind events or ongoing program 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 person:** Elizabeth Hujar: 607-272-4557, ext. 226, [VolunteerCoordinator@tcpl.org](mailto:VolunteerCoordinator@tcpl.org)

**Supervisor:** The supervisor will be determined by the event.

#### **Responsibilities may include**

- directing participants and/or audience members to the location of the event
- crowd control before and after the event
- counting number of participants
- handing out items such as programs and raffle tickets
- handing out, explaining and collecting surveys
- setting up and breaking down of tables, chairs, etc.
- keeping food areas stocked and clean
- assisting as needed during the event
- professional dress and demeanor as determined by the event

#### **Required Skills**

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