**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 Hujar, Coordinator of Volunteer Services: volunteercoordinator@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
- Hand out, explain, and collect surveys
- 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
- Be friendly and approachable
- Ability to quickly switch tasks when asked