

Library Volunteer – Outreach and Programming

Basic Functions

Provide assistance with programming or outreach services.

Duties & Responsibilities

- Assist library staff with providing community outreach. Duties may include designing materials or assisting with the organization and running of outreach programs.
- Assist library staff with programming. Duties may include program design, marketing, set-up for program, assistance during the program and/or follow-up after program.
- Adhere to organizational and personnel policies as well as established library practices.
- Other duties as assigned.

Knowledge & Skills

- Willingness to work with others to complete projects.
- Willingness to learn about the library system.
- Friendly and willing to provide excellent customer service to staff, managers, and patrons.