



Special Events Volunteer

Job Description

Location: May be assigned to any branch of the North Olympic Library System.

Department: Branch

About the position: The Special Events Volunteer help the library provide quality programs, by assisting with program set up and take down, and other tasks to help support the program.

Volunteer duties include but are not limited to:

- Assist with program set up and take down (chairs, tables, signage, etc)
- Greet program attendees
- Assist with refreshments, if available
- Other related tasks

Qualifications:

- Ability to help with events, as needed, with advance notice. May include evening and Saturday programs.
- Physically able to lift and move chairs to help with set up
- Enjoys working with the public
- Ability to follow instructions and complete tasks

Time Involvement: At least 6 month commitment. As needed.

Training Provided: NOLS volunteer Orientation. Training in performing assigned tasks, as required.