

## **Volunteer Task Description**

Got an extra hand to lend? A little spare time for those 'every once in a while' occasions? Help the library out when you apply to volunteer as a

### Special Events Volunteer

<b>DESCRIPTION:</b>	Assists in the organization, planning, and carrying out special events for the Library
<b>QUALIFICATIONS:</b>	Ability to follow directions of library staff having details about the event Prior event-planning experience Ability to provide attention to detail Ability to communicate well with staff and other volunteers Ability to multi-task, be resourceful, and work independently as well as with a team Ability to meet deadlines Possesses initiative and creativity
<b>TRAINING:</b>	Training will be organized according to the event need.
<b>TIME COMMITMENT:</b>	Minimum of one year commitment is asked. Actual time volunteering depends upon project or events being coordinated.
<b>CONTACT:</b>	Contact the library's Volunteer Supervisor at any branch library or the Volunteer Coordinator at 651.486.2239