

VOLUNTEER POSITION DESCRIPTION

Worthington Libraries

Title: **Program / Special Event Volunteer**

Location: Northwest (2280 Hard Rd.) *and/or*
Old Worthington (820 High St.) *and/or*
Worthington Park (1389 Worthington Centre Drive)

ABOUT THIS POSITION:

Programs for all age groups are among the Library's most popular offerings. Volunteers help library staff present programs effectively and ensure a pleasant experience for all participants. Volunteers may also participate in special events in the library buildings or in the community.

RESPONSIBILITIES:

Volunteers help library staff set up programs (handouts, decorations, refreshments, etc.), welcome community members to programs, and assist in presenting large programs as needed. Volunteers may also staff information tables or serve as greeters at special events. Volunteers perform additional duties and assignments as requested.

POSITION REQUIRES:

- Desire to work with groups of people
- Good communication skills
- Experience as an educator or other experience working with groups of children (preferred for volunteers assigned to children's programs)
- Ability to work independently

SPECIAL REQUIREMENTS: May require ability to stand for extended periods of time and/or ability to lift and carry up to 25 lb. Volunteers must provide own transportation to off-site events.

TIME INVOLVEMENT: As needed. Most engagements will be 1-4 hours on a single day. Volunteers may commit to assisting weekly with 6-week or other periodic programs. Volunteers may commit to or decline particular programs/events depending on availability and interest.

TRAINING:

Volunteers will receive a library tour and orientation with the Outreach Services/Volunteer Coordinator and will be trained in volunteer responsibilities by an Adult Services or Youth Services staff member.

IF INTERESTED, please contact:

Janet Ingraham Dwyer, Outreach Services/Volunteer Coordinator
820 High St.
Worthington, OH 43085
614/807-2643
jingraham@worthingtonlibraries.org

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.