Volunteer Job Description

Title: Library Programs Assistant

Service Area: Monterey Public Library

Purpose: Library programs inform, delight, and educate all the parts of our community. The Program Assistant Volunteer helps staff in preparing for programs and serves as host/monitor or assistant during programs.

Duties: The volunteer assists with craft preparation; sets up and takes down displays; greets visitors; answers questions relating to the program being presented; provides directional information; distributes handouts; checks—in reservation or ticket holders, prepares and serves refreshments; performs light clean-up; and provides support to the program presenter and audience as needed.

Qualifications: The ideal Library Program Volunteer enjoys creative, performing arts and crafts projects; enjoys working with and communicates well with people of all ages and backgrounds; is physically capable of setting up and moving tables and chairs; is physically able to stand for 1-2 hours; is accurate and attentive to detail; is responsible, committed and punctual.

Training: A 1-2 hour training session will be provided by staff

Time Commitment: 1-5 hours per event if scheduled for a regular program. Regular Storytime Assistants needed weekly.

Supervisor: Youth, Reference & Outreach Services Manager

Contact: Sarah Nolan
Volunteer Coordinator
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