



Title: Special Events Volunteer

Description: Assist staff during library-sponsored programs. Many programs take place during the evenings and weekends when we have fewer staff on duty. These programs may be one-of-a-kind events or ongoing program events. This volunteer position is perfect for people who want to help the library but are unable to commit to a weekly schedule of volunteering.

Contact person: Volunteer Coordinator: 607-272-4557 ext. 226, VolunteerCoordinator@tcpl.org

Supervisor: The supervisor will be determined by the event.

Responsibilities may include

- directing participants and/or audience members to the location of the event
- crowd control before and after the event
- counting number of participants
- handing out items such as programs and raffle tickets
- handing out, explaining and collecting surveys
- setting up and breaking down of tables, chairs, etc.
- assisting as needed during the event
- professional dress and demeanor as determined by the event

Required Skills

- Ability to get along with a variety of people
- Friendly and approachable manner
- Ability to quickly switch tasks when asked