**Special Events and Classes**

Events and classes for all age groups are among the Library’s most popular offerings.  Volunteers help library staff set up and/or present Events and Classes effectively and ensure a pleasant experience for all participants.  Volunteers may also participate in special events at the library or in the community.

**Reports to:**Library Staff

**Responsibilities:**Volunteers help library staff set up events and classes (handouts, decorations, refreshments, etc.) welcome community members, and assist in presenting large events as needed.  Volunteers may also 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
* Ability to work independently or in groups

**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 events/classes will be 1-4 hours on a single day.  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 Volunteer Coordinator.