



## VOLUNTEER OPPORTUNITY AT THE CENTRAL LIBRARY

### EVENT ASSISTANT

#### RESPONSIBILITIES

- Sets up the Library for events and cleans up afterwards. This may involve moving furniture and light cleaning.
- Potentially brings to events and serves refreshments and food treats.
- May assist in creating an annual scrapbook using event pictures.
- May help maintain a filing system of negatives, CD's, floppies, etc. of pictures from events.

#### THE DIFFERENCE YOU WILL MAKE TO THE LIBRARY

- Help the Library to increase the number and quality of events it hosts and, therefore, the benefit to the community.
- Increase event patrons' participation in and enjoyment of events.

#### VOLUNTEER QUALIFICATIONS

- Is honest, reliable, punctual, enthusiastic, and flexible.
- Is courteous and friendly to library patrons, staff and volunteers.
- Works well with others.
- Follows instructions well with little supervision.
- Ability to lift and move furniture or items up to 25 pounds.
- Ability to work in an indoor and outdoor library setting and with some dust.

#### COMMITMENT REQUIRED

- Two (2) hours per week in the summer and two (2) hours per month for the remainder of the year for a minimum of one (1) year.

#### CONTACT

- Ellen Cunningham, Central Library Volunteer Coordinator, 564-5633, [ECunningham@SantaBarbaraCA.gov](mailto:ECunningham@SantaBarbaraCA.gov).