



Volunteer Job Description



Friends Special Events Volunteer

Friends Special Events Volunteers enhance Friends of the Library efforts to raise funding support for the Library by serving as committee members, coordinators, or helpers at one-time or periodic special events, fundraisers, and large-scale book sales. Friends Special Events Volunteers will work with other volunteers on a variety of projects and tasks including performing specific jobs on the days leading up to, or on the day of, an event. Tasks may also include attending planning meetings and helping with set-up and take-down before and after the event.

Qualifications for this position include having a desire to help support the Library and to have fun, and being available to serve in planning, leadership, or team member roles. Volunteer should also enjoy working with the public and other volunteers and be punctual and dependable.

Time Commitment for this position depends on the planning of events. All adult volunteers should be able to make at least a six-month commitment to the Library.

Contact: Cheri Noel, Volunteer Coordinator, 760-435-5564