



Volunteer Job Description



Library Administration Volunteer

Library Administration Volunteers may assist staff with special projects including concerts and cultural and arts events and activities; serve on a Library Board; or support activities through photography, digital communications, marketing, and other special skills. Library Administration Volunteering may also include advocating for the Library and/or its associated efforts in the arts, or encouraging successful services to the community.

Qualifications for this position include the ability to follow oral and written instructions, and to readily learn assigned tasks. Volunteer should be friendly, dependable, and able to communicate effectively with a diverse population.

Time Commitment for this position is a minimum of once per month, or as needed. 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