

TECUMSEH DISTRICT LIBRARY

215 North Ottawa Street ~ Tecumseh, Michigan 49286-1564 ~ 517-423-2238 ~ Fax 517-423-5519

VOLUNTEER POSITION POSTING

Application Deadline: Until Position Is Filled

TITLE: Library Program Volunteer

REPORTS TO: Reference/Local History Librarian

WORK SCHEDULE: 6:30 p.m. until 8:30 p.m.
Evenings of Adult Library Programs

RATE OF PAY: No monetary compensation

QUALIFICATIONS: A willingness to work with the public and library staff to enhance the image of Tecumseh District Library.

Ability and desire to serve the public pleasantly and efficiently in a fast-paced demanding environment. Demonstrated ability to be dependable, flexible, and energetic, have a positive public service attitude and be a cooperative team member. Ability to work independently with a minimum of supervision.

Good oral communication skills. Ability to effectively listen to and respond to guest's inquiries.

Ability to stand and walk for at least an hour. Some bending and stooping required.

Personal grooming and attire must be clean and appropriate for public business.

PERFORMANCE RESPONSIBILITIES FROM 6:30 P.M. TO 7:15 P.M.:

- Welcoming guests to library programs
- Providing general directional information
- Distributing library brochures, flyers and pamphlets to guests
- Registering guests to receive the library e-newsletter
- Assisting speaker and library staff in program setup

PERFORMANCE RESPONSIBILITIES FROM 7:45 P.M. TO 8:30 P.M.:

- Collecting program surveys following library presentation
- Assisting library staff with the tearing down of program displays
- Staying with library staff until all guests have left the building

Tecumseh District Library is an equal opportunity employer.

Submit Library Volunteer Application and References to:
Melanie Earley, Adult Services Librarian
Tecumseh District Library
215 North Ottawa Street
Tecumseh, MI 49286-1564

POSTED: August 2009. EXPIRES: When Filled