

DEKALB PUBLIC LIBRARY
MARKETING AND PROGRAMS VOLUNTEER

HOURS: Up to 8 hours per week

DESCRIPTION:

The Marketing and Events Volunteer contributes to the effective operations of the library by assisting with a variety of services related to marketing the library and all-ages programming.

PRIMARY TASKS:

- Cut, fold and/or collate brochures and flyers
- Distribute marketing materials to library departments
- Prepare materials and decorations for events
- Assist with setup, teardown, and cleanup
- Assist presenters and/or performers
- Welcome guests
- Restock supplies
- Serve food or beverages
- Assist patrons with crafts or activities

SKILLS AND QUALIFICATIONS:

- Have a professional attitude and commitment to cooperation and customer service
- Be able to communicate effectively and professionally with patrons, staff, and other volunteers
- Be reliable and responsible for keeping commitments to volunteer hours