Job posting code 106
Event - Volunteer Job Description
Seymour Branch

Apply for this volunteer opportunity (Job posting code 106) here: https://grpl.formstack.com/forms/volunteer_application

Job Title: Volunteer
Location: Grand Rapids Public Library – Seymour Branch, 2350 Eastern SE | 49507
Wage Range: Unpaid
Hours: 14 hours total
    Wednesdays | October 6 - November 17 | 9:30 - 11:30am
Supervisors: Madison Perian

Job posting expiration: 9:00 am, October 1, 2021

Job Summary:

This work is of an entry-level nature requiring no previous training or special knowledge of library work other than that received on the job.

This volunteer position is expected to help the youth services librarian with the Fall Fun on the Lawn storytime programs.

This involves putting together craft activity bags, setting up the storytime space outdoors, counting program attendees, walking around with a bubble machine during the program, and helping with clean up afterwards.

These storytimes are free and open to the public.

Essential Duties & Responsibilities:

- Event set up and clean up
- Greeting and checking-in participants

Knowledge, Skills, and Abilities:

- Dependable and punctual
- Courteous and personable when dealing with the public
- Self-directed and willing to take initiative
- Ability to follow procedures and consistently perform work as outlined

Working Conditions:

The volunteer must be able to sit or stand for extended periods of time in the performance of the duties associated with this position. Lifting objects weighing up to 50 pounds without assistance is also required.

This volunteer will ideally be comfortable spending time outdoors in autumn weather.

This is not intended to be a contract or an all inclusive list of duties. Volunteers may be asked to perform other duties necessary to meet the on-going needs of the Grand Rapids Public Library.