



Grand Rapids Public Library

Job posting code 108

Event - Volunteer Job Description Seymour Branch

Apply for this volunteer opportunity (**Job posting code 108**) 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: 20 hours total

Wednesdays | June 8 - August 17 (excluding July 6) | 9:30 - 11:30am

Supervisors: Madison Perian

Job posting expiration: 9:00 pm, August 18, 2022

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 *Family Storytime on the Lawn* 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
- Lifting and moving chairs, large toys, etc.

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.

This volunteer will ideally be comfortable spending time outdoors in summer 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.