

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