

Saint Paul Public Library Program and Events Volunteer

Summary: The objective of this position is to provide support for special programs such as music events, author's book readings or programs with an anticipated large attendance and/or program.

Duties:

Before the Program (30 minutes before start):

- Set up physical space.
- Place props or other support materials,
- Assist performer, speaker with show preparation.

During the Program:

- Hand out Comment Cards
- Assist customers to find a seat
- Assist the performer during the program.
- Distribute materials to support the show, or on behalf of the Saint Paul Public Library.
- Keep records of number of attendees.

After the Program (until 30 minutes after end):

- Clean up after the program as required.
- Collect Comment Cards
- Sell books or music CD's
- Prepare Comment Cards for evaluation (Sorting by Zip Code, etc.)

Qualifications:

- Must be 12 years of age or older.
- Enjoy working with children and adults.
- Ability to follow directions.
- Adhere to Library policies.

Commitment:

The duration of the program, plus 30 minutes before and after.

For Summer Reading Program Events:

Two hours each week at scheduled time for the duration of the Summer Reading Program. Schedule to be determined by each library.

Training/Supervision:

Training provided by library staff before program begins.

Wendy Neurer, Library Volunteer Coordinator, is available to answer questions and discuss any concerns at 651.266.7420 or wendy.neurer@ci.stpaul.mn.us