# CITY OF TUALATIN  
## VOLUNTEER ASSIGNMENT DESCRIPTION

<table>
<thead>
<tr>
<th>ASSIGNMENT TITLE:</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>GOAL/PURPOSE:</td>
<td>The volunteer will assist the Program Specialist in preparing for and presenting library events.</td>
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<td>SUPERVISION:</td>
<td>Julie Wickman, Library Program Specialist</td>
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<td>TIME COMMITMENT:</td>
<td>Fill one or more three hour shifts</td>
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| DUTIES:           | • Loading and unloading of supplies  
                    • Help in setting up the area before the public arrives  
                    • Registering attendees  
                    • Distributing supplies needed by the attendees, and/or artist  
                    • Cleaning up at the end of the event  
                    • Taking photographs and corresponding signed photo release forms |
| DRESS:            | • Wear something comfortable, jean, t-shirt, tennis shoes.  
                    • It is usually very warm, so a hat, sunglasses, and sunscreen might be wise, as well. |
| QUALIFICATIONS:   | • Minimum age is 14.  
                    • Enjoy interacting with people and working at events.  
                    • Willingness to ask questions and follow instructions.  
                    • Experience in event preparations is a plus.  
                    • Ability to bend and push wheeled chairs and tables.  
                    • Ability to stand or walk for an extended time period.  
                    • Ability to speak and understand participants and supervisor. |
| TRAINING:         | • Training will usually take place at the event. |