



# CITY OF TUALATIN

## VOLUNTEER ASSIGNMENT DESCRIPTION

<b>ASSIGNMENT TITLE:</b>	<b>EVENT</b>
<b>GOAL/PURPOSE:</b>	The volunteer will assist the Program Specialist in preparing for and presenting library events.
<b>SUPERVISION:</b>	Julie Wickman, Library Program Specialist
<b>TIME COMMITMENT:</b>	Fill one or more three hour shifts
<b>DUTIES:</b>	<ul style="list-style-type: none"><li>• Loading and unloading of supplies</li><li>• Help in setting up the area before the public arrives</li><li>• Registering attendees</li><li>• Distributing supplies needed by the attendees, and/or artist</li><li>• Cleaning up at the end of the event</li><li>• Taking photographs and corresponding signed photo release forms</li></ul>
<b>DRESS:</b>	<ul style="list-style-type: none"><li>• Wear something comfortable, jean, t-shirt, tennis shoes.</li><li>• It is usually very warm, so a hat, sunglasses, and sunscreen might be wise, as well.</li></ul>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>• Minimum age is 14.</li><li>• Enjoy interacting with people and working at events.</li><li>• Willingness to ask questions and follow instructions.</li><li>• Experience in event preparations is a plus.</li><li>• Ability to bend and push wheeled chairs and tables.</li><li>• Ability to stand or walk for an extended time period.</li><li>• Ability to speak and understand participants and supervisor.</li></ul>
<b>TRAINING:</b>	<ul style="list-style-type: none"><li>• Training will usually take place at the event.</li></ul>