Volunteer Position Description

POSITION TITLE: Library Event Ambassador

DIVISION: Adult Services

SUPERVISOR: Adult Services Director

LENGTH OF COMMITMENT: Preference for 6 months minimum.

TIME INVOLVEMENT: One event per quarter. Each event lasts 2-5 hours.

POSITION SUMMARY: Welcomes visitors, directs visitors to activities, helps with event activities.

MAJOR RESPONSIBILITIES: Volunteer is a friendly, welcoming source of information for participants of larger-scale library events – Summer Reading Kickoff, Fall Festival, Cabin Fever, etc. Ambassadors may have a role directing visitors to various activities or may assist library staff with a scheduled activity or craft.

PHYSICAL REQUIREMENTS: Administers work with regular walking, standing, bending, light to medium lifting, and other limited physical activities. Regular contact is made with other volunteers, employees, and library users.

QUALIFICATIONS: Ability to work well with other volunteers, library employees, and library users. Reliable attendance. Develops professional, positive, cooperative, team-oriented working relationships. Volunteers should not have conflicts of interest.

SPECIAL REQUIREMENTS: Minimum age 18 (unless approved by the Supervising Librarian). Background checks may be required for adult volunteers in accordance with James City County procedures.