



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.