



**Campbell County Public Library**  
*Employment Opportunity Posting*  
*Posted 11/24/14*

**JOB OPPORTUNITY**

JOB TITLE: Special Events Volunteer

WORKSTATION: All Locations – Cold Spring, Carrico/Ft Thomas, and Newport

SCHEDULE: Evenings and weekends lasting 2 – 4 hours

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for requirements.

COMPENSATION: Volunteer

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Please complete application online at:  
[www.cc-pl.org/employment](http://www.cc-pl.org/employment)

All Locations



## Special Events Volunteer

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REPORTS TO: Assistant Director  
LOCATION: All Locations - Cold Spring, Carrico/Fort Thomas, and Newport  
REVISED : 21 Nov 2014

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### **BASIC FUNCTION:**

Under the general direction of the Adult Programming Coordinator, the Special Events Volunteer will assist with the preparation for various after-hours events that are scheduled throughout the library system. Many of these events are on evenings and weekends lasting 2-4 hours.

The relationship between the Library and its volunteers is meant to be mutually beneficial. And while the Library hopes to fulfill our volunteers' desire to be of service to their community, we hope that all volunteers work to support us in our mission: "Campbell County Public Library enhances lifelong learning by providing popular materials, programs, and services to our community."

### **DUTIES:**

- Setting up chairs, tables, or refreshments
- Checking tickets and greeting the public
- Providing assistance to the presenter
- Cleaning up after events and returning library to regular operating condition

### **QUALIFICATIONS:**

- Enthusiasm for the Campbell County Public Library
- Friendliness and comfortable working with the public
- Ability to follow direction
- Ability to sit or stand for extended periods
- Ability to carry, push, pull, or lift up to 30 pounds
- Successful background check performed by the Library

### **COMMITMENT:**

- As needed and as availability allows; no minimum length of commitment
- Event time commitment is generally 2-4 hours

### **TRAINING & SUPERVISION:**

- Training and supervision provided by library staff