

Oceanside Public Library
Volunteer Job Description

Display Coordinator

Purpose: To assist the library in providing attractive, interesting, “eye catching” and timely displays, for the enjoyment and education of all library patrons.

Qualifications: Knowledge and creativity in designing exhibits to highlight a particular theme. Good public relations and planning skills, detail oriented, self-motivated, and able to work with minimal supervision.

Responsibilities: Supplying or arranging for displays to be installed on a monthly basis. Managing the set-up and breakdown of each exhibit. Planning and keeping records of display topics, often coordinated with library themes, several months in advance.

Training Provided: The location of display materials and items will be shown, and storage and upkeep procedures of such items will be shared.

Time Commitment: Eight hours per month. May require more than one day in a row at the end of the month to prepare a new display, take down a previous display, and install the new display. Additional time may be required to work with people who are loaning and setting up exhibit items, to pick up items, or to return them.

Length of Commitment: Minimum one year commitment requested.

Responsible to: Monica Chapa Domercq, Adult Services Manager, 760-435-5586
Franklin Escobedo, Mission Branch Manager, 760-435-5577

Contact: Cheri Noel, Volunteer Coordinator, 760-435-5564