

Oceanside Public Library
Volunteer Job Description

Adult Program Assistant

Purpose: To assist and enhance Library staff by providing additional educational, cultural, and recreational program opportunities to the public.

Qualifications: Possess knowledge about, and a willingness to share information on a specific topic of public interest to the community. Comfortable speaking to groups, punctual and dependable.

Responsibilities: Presenting a program of community interest to the public, by speaking and/or instructing a group of attendees, or arranging and hosting a guest presenter on the subject. Possibly assisting in preparation and distribution of program materials, managing set-up, crowd control, take-down, clean-up and other tasks as needed.

Training Provided: Guidelines will be shared and staff support will be provided.

Time Commitment: Two hours per month. Some programs can be held only once and some can be held periodically. The time commitment can vary depending on the type and size of the program.

Length of Commitment: Minimum six month commitment requested.

Responsible to: Monica Chapa Domercq, Adult Services Manager
CJ DiMento, Mission Branch Manager

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