

Oceanside Public Library
Volunteer Job Description

Friends Special Events Volunteer

Purpose: To serve as committee members, coordinators, or helpers, at annual and one-time special events and fundraisers presented by the Friends of the Library.

Qualifications: A desire to help support the Library, have fun, and be available to assist in the staging of these special events.

Responsibilities: Chairing and/or serving on a planning committee. Performing a specific job or task in the days leading up to, and on the day of the event. Representing the Library and the Friends in a positive light to the community and encouraging Friends membership sales and donations.

Training Provided: Procedures for all tasks will be shared and supported.

Time Commitment: Varies depending on the event. Lead and support positions usually require an increasing amount of volunteer hours as the event's date nears.

Length of Commitment: Minimum six month commitment requested.

Responsible to: Paula DeBell, Friends of the Library President

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