

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