

Oceanside Public Library  
Volunteer Job Description

***Special Events Assistant***

**Purpose:** To assist Library staff at special events such as concerts, cultural celebrations, and author programs.

**Qualifications:** Friendly and dependable, ability to accurately follow oral and written instructions, readily learn assigned tasks, and to communicate effectively with a diverse population and large crowds.

**Responsibilities:** Greeting, directing, and taking tickets from the public, managing merchandise sales, and sometimes serving as photographer. Assisting with set-ups, take-downs, and other various tasks as needed.

**Training Provided:** Orientation about the event, and instructions on how to perform needed tasks will be given.

**Time Commitment:** Four hours per month. The time commitment can vary depending on the type and size of the events.

**Length of Commitment:** Minimum six month commitment requested.

**Responsible to:** Kristine Moralez, Community Outreach Coordinator

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