



# Fitchburg Public Library

## Outreach Volunteer

### Position Description

**CLASS TITLE:**

Outreach Volunteer

**Position Summary:**

Under the direction of Outreach staff, assists in preparing for outreach programs along with staffing outreach events outside the library. Ability to communicate in other languages, especially Spanish, is extremely helpful.

**RESPONSIBILITIES:**

**Schedule:** Summer. Hours vary.

**Essential Functions:**

**Outside the library**

- Interacts and communicates with community members of all ages by providing a welcoming environment for attendees at library events.
- Helps event attendees with crafts and activities.
- Answers basic questions about the library.
- Promotes the Summer Library Program.
- Assists with library games and giveaways.
- Participates in event set up, take down and loading of the library van.

**Inside the library**

- Supports outreach staff with craft and activity preparation for outreach events.

**Volunteer Guidelines:**

- Maintains a positive, friendly, and cooperative attitude.
- Adheres to Library policies and procedures.
- Follows directions from Library staff.
- Is dependable and punctual.

**MINIMUM QUALIFICATIONS:****Supervisory Requirements:**

- None

**Education and/or Experience Requirements:**

- Education equivalent to a sophomore in High School preferred.

**Licenses, Certifications, etc.**

- None

**Supplemental Information:****Knowledge, Skills, and Abilities:**

- Demonstrates good interpersonal communication skills with the public, supervisors, and peers.

**Physical Demands: Moderate Work:** Must be able to lift up to 30 pounds and push or pull a wagon weighing up to 150 pounds or more. Must be able to bend, stoop, lift, or stand for long periods of time.

**Work Environment:**

**Inside:** Protection from weather conditions but not necessarily temperature changes.

**Outside:** Weather conditions are unpredictable but will work in heat, sun and light rain.