



Event Volunteer Opportunity Description

Summary

Support library events by assisting with general library event operations to ensure smooth program / event execution and meaningful community engagement.

- **Help with Event Set-Up:**
Assist in set-up duties as assigned/needed by library staff. May include arranging space, furniture, supplies, tables, booths, decor and signage. Prepare linens, plates, utensils, centerpieces, crafts, brochures and handouts. Make sure registration/check-in areas are stocked with a stat counter, event maps, flyers and giveaways. Set up signage as needed.
- **Help with Hosting:**
Assist in event hosting duties as assigned/needed by library staff. May include assisting in welcoming guests, offering navigational help and distributing flyers, moving between booth stations to support activities, crafts, food service or answering attendee questions. May involve engaging event attendees by demonstrating examples, offering tutorials or providing instructions. Monitoring designated areas for supplies and communicating needs to staff. Collaborating respectfully with library staff to support a successful event.
- **Assist with Clean-up:**
Assist in event clean-up duties as assigned/needed by library staff. May include assisting with clean-up by thanking attendees for their participation and inviting them to return. Taking down tables, chairs, furniture, decorations and signage. Collecting trash, clean surfaces, wash dishes, sweep or vacuum as needed. Organizing and storing supplies.

What You'll Need:

- Must be 12 years of age or older
- Enthusiasm for engaging with your community.
- A friendly, reliable attitude and interest in helping host successful programs and events.
- Willingness to learn new skills like customer service, public interaction, and teamwork.
- Punctual and communicative regarding scheduling.
- Willing to follow instructions, seek clarification and assist as needed during events.
- Can commit to 2-3 hours per seasonal, annual, monthly or one-time library event.

Sign-Up Process:

- Complete a Volunteer Intake Form
- You will receive further instructions on next steps
- Questions | volunteer@mld.org

Commitment: Periodic and seasonal based on need. Most events that will need volunteer assistance do not occur on a regular basis and may happen once a year, once a season, or quarterly.



Library Event Volunteer Procedures

What to Expect as a Volunteer

As an event volunteer, there are a few things you can expect before, during, and after your shift. While most events are similar, there may be some differences depending on the event you signed up for. Please refer to your library staff liaison for more details about the event you will be helping with. Here's what you can expect:

Arrival

- Sign in at the volunteer kiosk and wear your name badge. If you don't have a badge yet, a temporary one will be provided.
- Find a safe place for your belongings. Ask a staff member where volunteers can keep their things.
- Report to the front desk and introduce yourself as a volunteer. Ask to be connected with the staff in charge of your event.
- Thirty minutes before the event starts, you may help staff set up the event space if needed.

During the Event

- Your tasks will depend on the type of event. For example, at a carnival, you may help with crafts or stations. At smaller events, you may help with hospitality, supplies, or engaging with guests.

Before Leaving

- After the event concludes, we appreciate volunteers staying an additional 30 minutes to assist with cleanup, unless library staff confirm that no further help is needed.
- Once your shift concludes, sign out at the volunteer kiosk and remove your name badge.
- Pick up your belongings.

Food and Breaks

- It's a good idea to bring a water bottle to stay hydrated.
- If your shift is less than 2 hours, try to eat before or after your shift.
- If your shift is longer than 2 hours, or if it's during meal time, you can schedule a break with the library staff.

Attire

- Wear comfortable clothing that allows you to safely and effectively complete your tasks. Casual attire is acceptable.
- Choose clothing and footwear that support safe movement and completion of tasks and help you represent the library positively to the public.
- For outdoor events, dress appropriately for the weather.
 - *Cold weather:* Wear layers such as coats, gloves, hats, and scarves.
 - *Hot weather:* Wear lightweight, breathable clothing, sunglasses, and apply sunscreen as needed.

Costume-Themed Events:

If an event includes a costume theme, follow staff guidelines. Costumes should be family-friendly and avoid violent, inappropriate, or overly scary elements.

Other Tips

- Follow safety guidelines from library staff. They will give you important instructions to help keep everyone safe.
- Use common sense and make decisions that keep you and others safe. If something doesn't feel safe, let a staff member know right away.
- If you need to lift something overly heavy, ask for help from staff or other volunteers.
- Always be mindful of the safety of others and make sure your actions don't put anyone at risk.
- Respect library policies. Follow all rules and treat staff, other volunteers, and guests with kindness and respect.

Contact | volunteer@mld.org