



**Portage Public Library
Volunteer Job Description
Friends Fundraising Assistant**

General Purpose: To provide support for Friends of the Portage Library fundraising-related efforts.

Duties: The volunteer will assist with a variety of activities. Duties will vary by project or event. Providing support for a fundraiser could include: serving refreshments, greeting attendees, counting number of participants, introducing the speaker, operating audiovisual equipment, setting up for an event, cleaning up after an event, being the presenter or baking pies for the Friends Pi day.

Time Required: This position requires at least two hours for each fundraiser.

Training Required: Training will vary, depending of duties performed.

Travel Required: None required.

Supervisor: Friends of the Library President or other member as assigned

6/22/2020