



**Portage Public Library
Volunteer Job Description
Program Assistant**

General Purpose: To provide support for library-related programs.

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

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

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

Travel Required: None required.

Supervisor: Programming Librarian, Library Assistant—Public Services

6/9/2020