



**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, or being the presenter.

Time Required: Time required will vary by program length.

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

Supervisor: Events and Programming Coordinator

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