



16 Civic Centre Rd., Petawawa, Ontario K8H 3H5

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Volunteer Position: Special Event Assistant

Responsible To: Outreach Technician and Circulation Desk Staff

Job Summary: This position provides one-time or occasional opportunities to volunteer. Some of our annual events include: The Book Sale, Ontario Public Library Week Events

Knowledge, Skills and Abilities: Ability to interact pleasantly with customers, effective communications skills, patience and a willingness to work independently and collaboratively within a team environment. An attention to detail and accuracy is a must.

Essential Functions: Preparing for, assisting with and cleaning up of library events and programs.

Working Conditions: Most events will be held within the library; however, some may be located in other rooms in the building or outside

Time Required: The length of commitment will vary based on each event. Some events are a one-time opportunity and some may be ongoing. The time commitment for an event would usually be between 2 to 4 hours.

Minimum Qualifications: 14 and older. A current, valid police records check with vulnerable sector screening is also required for volunteers who are 18 years of age or older.