

Braswell Library Volunteer Opportunity

Library Greeter

The Library Greeter will offer a welcome and general directional assistance to patrons entering the library.

Responsibilities:

- Offer a friendly greeting to each patron entering library.
- Offer basic directional assistance to patrons (direct to Check Out desk to get a library card, direct to IS desk for passport application, etc.).
- Maintain general library informational flyers and provide them to patrons as needed.
- Provide short, general tour of library to individuals or small groups.

Qualifications:

- Must be 18 years old or older.
- Must be able to be comfortable and friendly with a broad range of the public.
- Must be able to work independently and make decisions independently based on clear guidelines.

Training/Preparations:

- Orientation to Braswell Memorial Library and all its departments and services.
- On the job training.

Time Requirements:

- Two to four hour shifts; may be morning, afternoon, or early evening.
- Regular schedule to be worked out with supervisor.

Length of Commitment: Three months or more.

Supervisor: Adult Services Division Manager