



Birthday Party Volunteer

Position Overview and Impact

Douglas County Libraries elevates our community by inspiring a love of reading, discovery and connection. Volunteers are an invaluable resource in improving the quality of living in Douglas County.

Birthday Party Volunteers play a critical role in ensuring that community members who book a birthday party receive a premium quality experience. These volunteers supplement the work of our Events & Hospitality Department.

Key Responsibilities

- Helps facilitate activities and crafts during the birthday party
- Sets up, tears down party décor, and assists staff as needed
- Presents a positive image of the library in communications and appearance while performing duties in both public and staff areas

Qualifications

- Ability to lift, pull, push, bend and reach
- Ability to work independently and with groups of party attendees
- Energetic and enthusiastic
- Enjoy working with children 1-12 years of age
- Excellent customer service
- Exposure to moderate noise levels

Training and Support Provided

- Orientation to the library

Benefits of Volunteering

- Our volunteers enjoy personal growth and interaction, a sense of community involvement, potential physical benefits of activity, work experience, and development of job skills.
- Community volunteers are key contributors to the success of our libraries.
- We provide a safe, pleasant environment and the opportunity to meet people from diverse backgrounds.

Time and Length of Commitment

- Minimum of three hours per shift
- There are 1 to 2 shifts per birthday party; volunteers may register for both shifts if available

Staff Connection

- The Events & Hospitality host is your staff connection for the duration of your shift.
- The Branch Volunteer Coordinator is available outside the shift for additional questions and to complete your orientation.

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