



Volunteer Opportunity:
Department/Division:

Special Events Assistant
Library – Circulation

Contact

Malaika Marion 817-788-7311
Managing Director/Community Services mmarion@hursttx.gov

Location

Hurst Public Library
901 Precinct Line Rd.
Hurst, Texas 76053

Qualifications

Desire to participate in special events and programs. Must be able to participate in events on an on-call basis as there is no set schedule. Must be able to learn quickly. Must be able to understand and follow written and verbal instructions.

Duties

- Assists library staff in implementing programs and events for library patrons
- Jobs and tasks will vary by event so expectations will vary

Requirements

Minimum age: 18
Time Commitment: varies by event (during Library hours)
No Criminal Record

Training

Will be provided as needed.

Physical Demands

Must be able to stand, push, pull, lift (up to 15 lbs), reach, bend, and stoop for extended periods of time. Visual and hearing acuity.

Mental Demands

Speak and write clearly; comprehend, retain, and follow oral and written instructions; effectively communicate.

Environmental Conditions

Most events will be indoors, some may be outdoors in the Library Park. For indoor events, volunteer will work inside and be protected from weather conditions; working in a clean, well-ventilated, and well-lighted environment. Outdoor events include exposure to seasonal weather conditions. Moderate traffic and immediate distractions in immediate area.