COH VIA

SPECIAL EVENTS ASSISTANT

Hurst Public Library, 901 Precinct Line Road

QUALIFICATIONS

- Enthusiasm for participating in special events and programs.
- Flexibility to engage in events on an as-needed basis, accommodating varying schedules.
- Capacity to adapt and learn quickly in diverse environments.
- Ability to comprehend and execute written and verbal instructions effectively.

Staff will provide training as needed.

RESPONSIBILITIES

- Support Library staff in executing programs and events for library patrons.
- Tasks and assignments will vary depending on the event.

REQUIREMENTS

- Must be at minimum 18 years old.
- Time commitment: varies by event during Library operating hours.
- No criminal record.
- Physical demands
  - Ability to stand, push, pull, lift objects weighing up to 15 lbs., reach, bend, and stoop for extended periods of time.
  - Visual and auditory acuity required.
- Mental demands
  - Demonstrate clear verbal and written communication.
  - Ability to comprehend, retain, and effectively follow both oral and written instructions.
- Work environment
  - The majority of events will be held indoors, with some occasions taking place outdoors in the Library Park.
  - Indoors, volunteer will operate within a clean, well-ventilated, and well-lit environment, offering protection from weather conditions.
  - Outdoor events involve exposure to seasonal weather elements.
  - Expect moderate pedestrian traffic and occasional distractions in the immediate area.

Contact
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