

JOB DESCRIPTION

JOB TITLE	Program & Special Events Volunteer
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DATE	September 2017
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APPROVED	
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REVISED	
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JOB PURPOSE

Assist with adult and children's library programs or special events including author visits, musical guests and performances.

KEY RESPONSIBILITIES

- Prepare program materials
- Assist with setup and clean up
- Assist with program activities

QUALIFICATIONS

- Completed Grade 8
- Interest in community involvement

KEY COMPETENCIES

- Interpersonal skills
- Communication skills
- Reliable
- Teamwork/relationship-building
- Enthusiasm

WORKPLACE ENVIRONMENT

BPL strives to be a workplace which fosters respect for all customers and co-workers, and requires employee commitment to the following:

- Adherence to the legal requirements of all levels of government, e.g. Health and Safety, Human Rights, Harassment, Freedom of Information and Privacy, Workplace Violence, AODA, CASL
- Adherence to the policies and procedures of the Library
- Building and nurturing positive relationships among customers and colleagues
- A culture of teamwork, collaboration and respectful feedback

- A culture of technologically engaged staff
- Accepting and welcoming to all members of our diverse community.