

# MULTNOMAH COUNTY LIBRARY

## Volunteer Position Description

**Position title:** Greeter

**Supervisor:** Volunteer coordinator or another staff member

**Description:** Greeters will welcome patrons to the library and answer directional questions.

**Time commitment:** Two hours weekly for a minimum of three months or more

**Age requirement:** 18+

**Available shifts:** Various locations with shifts TBD

### Tasks & Responsibilities

- Welcome patrons as they approach the desk
- Answer directional questions and share basic information about the library
- Point out the Book Drop
- Defer questions about checking out materials, reader services and library accounts to staff

### Skills & Qualifications

- Be able to interact with the public
- Skilled at interacting with a wide range of customers of diverse ages/backgrounds
- Good communication and customer service skills
- Fluency in written and spoken English
- Responsible, punctual and able to commit to a weekly schedule

### Benefits

- Get to know the inner workings of the library
- Get hands-on library experience

- Be a part of Multnomah County Library's mission: Empowering our community to learn and create

## **Training**

- Task-specific training provided at the library