



Volunteer Services – Task Description

Task	Greeter and Wayfinder
Liaison	Volunteer Coordinator
Duties	<ul style="list-style-type: none">• Serves as the first point of contact for library visitors, this position welcomes patrons and offers directional assistance• Answer general questions about the library• Know where to refer patrons for specific assistance
Time Commitment	6 months, 3-6 hours weekly
Training	Two sessions, approximately 1 hour each
Reward	<p>Satisfaction in setting the stage for a fulfilling visit to the library. The Greeter and Wayfinder serves as the first point of contact. Interaction with people entering the library is an opportunity to overcome patron aversion to asking for assistance. This position provides an opportunity to contribute to the community and become familiar with library collection and resources.</p>
Work Environment	Generally seated near the West St entrance. Moderate noise level.
Requirements	<p>A completed volunteer application. The application process includes references and a background check. There are two training sessions to make sure your expectations of library service fits the reality! In the Greeter and Wayfinder role it is key to have well developed interpersonal skills. Additionally, you will need to be able to sit for an extended period and to stand and walk for short periods. You may also need to occasionally lift/move up to 25 pounds.</p>