



## **VOLUNTEER OPPORTUNITY**

### **CRAFTS EVENT COORDINATOR**

#### **RESPONSIBILITIES**

- Under the supervision of the Branch Supervisor, coordinates all aspects of monthly craft events. These are two-three hour events for school-age children that usually have a seasonal or holiday theme.
- Planning and preparation may include: establishing event objectives and needs; identifying the volunteer assistance needed; coordinating supplies; setting up the facility which may involve light cleaning; helping to promote events; and coordinating with co-sponsoring organizations.
- During the event: leads craft activities; supervises participants and their parents and ensures appropriate behavior and adherence to library and activity rules; counts and logs the number of participants and parents; supervises Event Assistants; and ensures event objectives are realized.
- After the event: cleans supplies, furniture and flooring as needed; properly stores supplies; and thanks Event Assistants.

#### **THE DIFFERENCE YOU WILL MAKE TO THE LIBRARY**

- Help to increase the frequency of craft events from quarterly to monthly. Help attract new youth to the library and help them to become active library users. Increase the library's liaisons to local arts community.

#### **VOLUNTEER QUALIFICATIONS**

- Is honest, reliable, punctual, enthusiastic, energetic, and flexible. Is courteous and friendly to participants, library patrons, staff, and volunteers.
- Enjoys working with groups of children and parents. Able to effectively supervise, motivate and lead groups of children and their parents. Able to design and lead appropriate, engaging, fun activities for event participants.
- Able to successfully lead groups of volunteers and coordinate events. Strong organization skills and attention to detail. Able to work in the indoor library.

#### **COMMITMENT REQUIRED**

- Sixteen (16) hours per month on an ongoing basis.

#### **CONTACT**

- Heather Nisen, Santa Barbara Central Library Volunteer Coordinator, 564-5634, [HNisen@SantaBarbaraCA.gov](mailto:HNisen@SantaBarbaraCA.gov).