

Position Title:	Programs Pros
Purpose:	To assist in the smooth functioning of Library programs that are geared towards adult audiences. A punctual, flexible, and capable helper to jump in when needed on Library program production.
Position Summary:	This position would provide assistance to the program leader in the production of Library programs that are geared towards adult audiences. Duties could include: contacting registrants in advance of a program to confirm attendance, arriving early to assist with setup for a program, greeting attendees, staying after a program has finished to help with clean up. Opportunity to propose program ideas and help with the planning and implementation of the proposed program.
Benefits:	Exposure to the information and skills introduced at Library programs, opportunity to interact with community members, meet new people, be social; opportunity to gain experience in Library programming and event coordination.
Reports To:	The program leader and/or the program helper on staff.
Skill Sets:	Someone who is able to follow instructions and anticipate possible program needs; kind communicator; physically able to move chairs and tables; tech savvy would be a bonus; extrovert would be helpful for greeting and phone calls but not required.
Commitment:	Programs come in all shapes and sizes. Many are one-offs in the evening hours, and would typically be a 3 – 4-hour commitment. There are other day-time programs and workshop formats that are often a 2-hour commitment during the day, for multiple weeks in a row.

Times Available:	TBD: programs are often on weekday evenings, sometimes week-days as well.
Location:	A majority of programs take place at the Library, but we do occasionally have programs at the Community Center, and outdoors.
Application:	Online Application or Paper Application
Contact Person:	Malia at malia@lopezlibrary.org