

Position Title:	Welcoming Committee (Greeter Crew/ Greeting Support)
Purpose:	To provide patrons with basic information about the Lopez Library, to be a welcoming presence and to assist staff in answering basic questions.
Position Summary:	To Assist patrons with Catalog searching, Advanced Search, Booklists, finding items, how to request a Hold or ILL, how to place a vacation hold, recommend book titles, provide tours for new patrons, answer basic questions on how to get a library card, hours of operation, and to know when to direct questions more detailed questions to to Library Staff.
Benefits:	Wonderful opportunity for socialization with the general public, be of service to Library staff, engage in conversations.
Reports To:	Claudia
Skill Sets:	Overall familiarity with the Lopez Library catalogues and collections, basic working knowledge of Library frequently asked questions (FAQ's), excellent social skills, customer service, friendly and warm, collaborative team player who works with Library staff and is an ambassador to the public.
Commitment:	2 hour shifts as needed
Times Available:	TBD
Location:	On site
Application:	Online Application or Paper Application
Contact Person:	Claudia at Claudia@lopezlibrary.org

