

Chelsea District Library Program Helper Position Description

POSITION TITLE: Program Helper

DEPARTMENT: Teen and Youth Services
Adult Services

SUPERVISOR: Head of Youth Department; Head of Adult Services

LENGTH OF COMMITMENT: three months

TIME INVOLVEMENT: sporadically as needed for specific programs

MAJOR RESPONSIBILITIES:

- Room set up and preparations prior to library programs
- “Crowd control” or attendance monitoring during program
- Assist with crafts or activities, if needed
- Assist with refreshments
- Clean up after program

QUALIFICATIONS:

- 14 years of age and older
- Comfortable working with large groups of people
- Flexible schedule