

Chelsea District Library McKune Room Volunteer Position Description

POSITION TITLE: McKune Room Volunteer

DEPARTMENT: Technology Services

SUPERVISOR: Head of Technology Services

LENGTH OF COMMITMENT: two months

TIME INVOLVEMENT: varies according to program schedule

MAJOR RESPONSIBILITIES:

- Assist staff and public with use of McKune Room
- Assist public with McKune usage by setting up space and library equipment
- Clean up of McKune room after programs

QUALIFICATIONS:

- 18 years of age and older
- Reliable, flexible and independent worker
- Attention to detail

Special Requirements:
Training session

McKune Room Team: As part of the McKune Room team, you will be responsible for assisting staff and community groups who wish to utilize the space for meetings or programs, usually with AV needs. Training will be provided, including equipment set up and usage.