

**KENTON COUNTY PUBLIC LIBRARY**

**Position Description  
Covington Special Events Volunteer**

**Responsible to:**

Supervisor in charge of event

**Job Responsibilities:**

KCPL has four main special events each year. These include the Storytelling Festival, Racing to Read 5K Run & Walk, Fund/Friend raising event (2006 Calypso Party), the Volunteer Appreciation Luncheon and others.

Responsibilities could include but are not limited to:

- Contacting potential participants
- Set up the day and week before the event
- Helping to organize registration or promotional paper work & fliers
- Various responsibilities the day of the event: registration, set-up & take down, greeting and directing participants etc.

**Time Required:**

Varied, based on interest

**Length of Commitment:**

Varied, based on interest. From four hours total to three to five hours a day for several days before and during event.

**Training Provided:**

As needed by department conducting the event

**Qualifications, Special Skills Required and Restrictions:**

- Must be 18 years of age or 13 and above accompanied by parent/guardian
- Skills needed will vary based on the type of event and level of participation
- Reliability & punctuality are especially important

**ACKNOWLEDGEMENT**

I have read this position description and fully understand the requirements set forth therein. I hereby accept the volunteer position of \_\_\_\_\_ and agree to perform the identified essential functions in a manner in accordance with Kenton County Public Library's established procedures.

I understand that my assignment is an unpaid volunteer position and thereby understand that my assignment may be discontinued either by the organization or myself, and such discontinuation can be made with or without notice.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**NAME**  
\_\_\_\_\_

Supervisor's Signature

Date