



**Portage Public Library
Volunteer Job Description
Friends Fundraising Assistant**

General Purpose: To provide support for Friends of the Portage Library fundraising-related efforts.

Duties: The volunteer will assist with a variety of activities. Duties will vary by project or event. Providing support for a fundraiser could include: serving refreshments, greeting attendees, counting number of participants, introducing the speaker, operating audiovisual equipment, setting up for an event, cleaning up after an event, or being the presenter.

Time Required: This position requires at least two hours for each fundraiser.

Training Required: Training will vary, depending of duties performed.

Supervisor: Friends of the Library President or other member as assigned

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