



Volunteer Opportunities

Hospitality Team – Volunteer Job Description

Our Team: The Hospitality Team provides refreshments at Friends/Library programs and events.

Who are we looking for: The Friends are seeking 2-3 volunteers to join our Hospitality Team to work under the direction of our Team Captain to organize refreshments for Friends and/or Library events.

Availability/Commitment: Volunteers should anticipate volunteering 2-4 hours periodically. Refreshments are needed for special programs in February, September and December.

Activities: Activities may include:

- Identifying refreshments for events (light refreshments: beverages, fruit, bagels, cookies, etc.)
- Baking, preparing or acquiring refreshments (to be consumed at events or packaged for take-out)
- Setting up refreshments for events and cleanup
- Staffing refreshment table(s) at events to ensure food is displayed, refreshed and available
- Interacting informally with program participants to provide information about the Friends of the Kinderhook Memorial Library
- Working in collaboration with other Friends' teams/team members/Executive Council members as well as library staff and Board Trustees

Interested in volunteering – email us at friends@kinderhooklibrary.org and let us know more about your experience. Please put **Hospitality Team** in the Subject line of your email.

Looking forward to hearing from you!