**Library Takeout Service Ambassador**

Tigard Public Library’s “Library Takeout” service is looking for Service Ambassador Volunteers to support the successful delivery of library hold materials to patrons during specific pick-up hours.

Library Takeout Service Ambassadors will assist staff in the library holds pick-up process. The position will be on library grounds outside, and volunteers will greet patrons, explain the holds pick-up process, and answer basic questions about the service.

**How You Will Make a Difference**

Takeout Program Ambassadors will increase communication between staff and patrons and allow for a more personable experience for patrons picking up their holds..

**Volunteers need to:**

* Sign up under “Remote Volunteer Program: Library” on VicNet.
* Review detailed position procedure provided by Katie via email.
* Reach out to Katie about scheduling a shift.
* Review safety protocol and library procedure prior to first shift (provided by Katie via personal correspondence).
* Sign off on COVID-19 safety protocol (some of which you will need to fill out each day you come to volunteer at the library).
* Follow required state, county, and city COVID-19 safety protocols.
* Fill out a Volunteer Reflection form and send to Volunteer Coordinator Katie.

**Benefits**

* Supports one of the Library’s core services.
* Promotes a welcoming, helpful culture within the Library.
* Connect with your community and provide a desired service.
* Spend time outside the library.

**Commitment/Schedule**

Each shift will be an hour in length and volunteers can sign up to volunteer a maximum of two times a week and a minimum of once a month. Current Library Takeout hours are Mondays through Saturdays, 12 pm to 5pm.