



Lewisboro Library Library Fair Event Coordinator Position Available

Organized self-starter with a knowledge of the community wanted for the part-time position of Lewisboro Library Fair coordinator. The Fair is the main annual fundraiser for the Library and will take place at Onatru Farm Town Park in South Salem, NY on Saturday, September 21, 2024. The Fair consists of books sales, attic treasures sale, craft vendors, community tables, food trucks, music and children's activities. Responsibilities include:

- logistics and planning of Fair, organizing rentals and booking vendors
- recruiting and scheduling of volunteers
- community outreach and marketing
- coordinating Fair activities
- convening committee chairs and supporting the planning of their individual fair areas
- organizing three Saturday donation (books, tag sale items) days in August
- Fair set-up and after-Fair clean up

You must be detail-oriented, computer and social media savvy with good communication skills. Some physical labor and lifting may be required. This is a temporary part-time position of approximately a few hours for planning in the spring, 12 hours per week during June/July, and 20 hours per week during August/September for \$22.00 per hour.

Please send resume to Cindy Rubino at crubino@lewisborolibrary.org or to Lewisboro Library, PO Box 477, South Salem NY 10590