

## VOLUNTEER JOB DESCRIPTIONS

### SATURDAY BOOK SALE STAFFERS

Works 10:30 AM to 2:30 PM on a designated Saturday (may be one Saturday a month or one every two months) as scheduled by the Book Sale Coordinator. The sale is held outside, at the entrance to the Main Library on C Street (inside, main floor on rainy days), and is staffed by two volunteers. The Book Sale Staffer calculates the amount due from customers, receives the money, and makes change. At the end of the shift, the Staffers count the receipts and deposit the money in the library safe.

### HELPERS AT BIG BOOK SALES

*Set-up volunteers* work on the morning (usually a Thursday) before the first day of the Big Book Sale, unpacking boxes of books and arranging them by category on tables in the Main Library Meeting Room.

*Cashiers* are scheduled in two- or three-hour shifts on the Friday and Saturday of the sale. They calculate the amount due from customers, receive the money, and make change.

*Table supervisors* circulate around the book sale room, straightening up the books, answering questions from customers, and helping customers out to their cars with especially large purchases (using a hand truck).

### SORTERS OF DONATED ITEMS

Sorters work in the basement of the Main Library in the Friends area, sorting through donations and deciding which items to put out for the next Saturday sale, which items to keep for a future Big Book Sale, which items to set aside for the Internet, and which items to discard. One sorter concentrates on fiction, one on non-fiction, one on children's books, and one on magazines. One of the sorters also handles media items. Sorting work is usually done in the mornings, from 9 AM to noon. Each sorter should plan on working one or two mornings a week.

### INTERNET SELLERS

This position requires a familiarity with eBay sales procedures, particularly the MissionFish account system. Items that are thought to have a higher value are selected from donations. Each title is researched on used-book databases to determine its value. Items to be listed on eBay are photographed and verbally described and then listed. For items that sell, payment is received and detailed accounting records kept of sales, fees, and shipping.

### BOX TRANSPORTERS

A volunteer with a van or truck picks up boxes of books from the Friends area at the Main Library once a week or once every other week, and transports them to the storage facility, about a mile away. On request, boxes of books need to be picked up from the Book Shop on B Street and delivered to the Friends area at the Main Library.

### BOARD MEMBERS

A 12-member Board makes decisions about activities of the Friends organization, organizes the book sales, and determines the use of the funds earned by the Friends. The Board meets on the second Wednesday of the month, 6:30-8 PM, in the Administrative Office at the Main Library.