

Friends of the Chelsea District Library

Used Book Sale Volunteer

Position Description

POSITION TITLE: Used Book Sale Volunteer

SUPERVISOR: Sale manager

LENGTH OF COMMITMENT: open

TIME INVOLVEMENT: Minimum of one 3 hour block per sale.

MAJOR RESPONSIBILITIES COULD INCLUDE:

For Set Up:

- Set up and arrange tables the evening before the sale
- Organize and arrange books into sales displays

Sale Day:

- Categorize and rearrange books continually during sale
- Tally sales
- Help customers remove their purchases, if needed

Clean Up:

- Cull & set aside books that have not sold, as needed
- Return room to original state
- Sweep floors, empty trash

QUALIFICATIONS:

- 14 years of age and older
- Ability to lift bags and boxes of books (up to 20 lbs)
- Ability to follow directions and work with minimal supervision
- Availability during bi-monthly Saturday sales

SPECIAL REQUIREMENTS: