Friends of the Chelsea District Library
Used Book Sale Volunteer Sorter
Position Description

POSITION TITLE: Used Book Sale Sorter

SUPERVISOR: Inventory manager

LENGTH OF COMMITMENT: at least 3 months

TIME INVOLVEMENT: Minimum of one 2 hour block per week.

MAJOR RESPONSIBILITIES:
- Clean and organize books into categories
- Cull un-saleable books
- Select books for the “primo” cart in the library

QUALIFICATIONS:
- 16 years of age and older
- Ability to lift bags and boxes of books (up to 20 lbs)
- Ability to work with minimal supervision
- Availability during established sort times:
  Mon- 10AM- 12PM
  Weds- 5-8PM
  Fri- 12-3PM