

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