

# Chelsea District Library Book Sales Volunteer Position Description

POSITION TITLE: Friends of Chelsea District Library Used Book Sales Volunteer

DEPARTMENT: Friends of Chelsea District Library

SUPERVISOR: Sharon Pignanelli

LENGTH OF COMMITMENT: open

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

## MAJOR RESPONSIBILITIES:

For Set Up:

- Set up and arrange tables in meeting room
- Transport boxes of books to proper location
- Organize and arrange books into sales displays

Sale Day:

- Categorize and rearrange books continually during sale
- Collect money from customers
- Help customers remove their purchases, if needed

Clean Up:

- Cull & set aside books that have not sold
- Re-box, label and return remaining books to storage
- Dismantle tables & return room to original state

## QUALIFICATIONS:

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

## SPECIAL REQUIREMENTS: