

Chelsea District Library Book Sale Sorter Position Description

POSITION TITLE: Friends of Chelsea District Library Used Book Sale Sorter

DEPARTMENT: Friends of Chelsea District Library

SUPERVISOR: Sharon Pignanelli

LENGTH OF COMMITMENT: open

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

MAJOR RESPONSIBILITIES:

- Remove books from the bin and floor in the library lobby
- Organize books into categories
- Cull un-saleable books
- Select books for the “primo” cart in the library
- Mark, box and store the books in correct location in 402

QUALIFICATIONS:

- 14 years of age and older
- Ability to lift bags and boxes of books (up to ? lbs)
- Ability to work with minimal supervision
- Availability during established sort times: currently Tuesdays from 10 – 12 noon and Fridays from 4 – 6 PM

SPECIAL REQUIREMENTS: