

BOOK SALE VOLUNTEER POSITION DESCRIPTION

Volunteer Title: Book Sale Volunteer **Location:** Glendale Public Library – All Branches

Desired Time Commitment: 2-3 hours/week **Volunteer Training:** On the job

Reports To: Volunteer Coordinator & Designated Volunteer Branch Staff

The duties listed below are intended only as general illustrations of the various types of volunteer services that may be performed. Volunteers will not receive compensation for the services performed. Volunteer position descriptions are subject to change by the department as the needs of the department and requirements of the volunteer position change.

Volunteer Position Description:

Book Sale Volunteers will assist the library in raising funds by selling donated and withdrawn items. Help establish the Book Sale area of the library to sale books to benefit the City of Glendale Public Libraries.

Duties may involve activities such as:

- Help sort, price and shelve book donations
- Deliver exemplary customer service
- Recycle materials that are unlikely to sell because of wear and damage
- Organize and straighten storage areas with light dusting
- Stock, straighten and display books, magazines and AV materials in the public book sale area
- Perform other duties as assigned

Helpful Skills for the Volunteer Role:

- Ability to professionally interact with patrons
- Ability to follow oral and written instructions
- Ability to work independently
- Responsible, committed and punctual
- Detail oriented and organized
- Physical ability to bend, stand, lift, and push heavy book carts

Volunteer Environment:

- Dust from books and other materials may be present
- Interaction with the general public is a regular occurrence

More information & To Apply: glendaleazlibrary.com

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