

**ALLEN COUNTY PUBLIC LIBRARY
VOLUNTEER POSITION DESCRIPTION**

AGENCY: Friends of the Library and
Community Relations

REPORTS TO: Bookstore Coordinator

POSITION TITLE: Bookstore/Gift Shop Assistant

DATE: July 12, 2011

POSITION SUMMARY: Aid the coordinator in her fundraising efforts through assisting with sales at "Twice Sold Tales." Assist as needed as cashier, store clerk, weighing and bagging books, or restocking tables during store hours.

MAIN DUTIES: Under leadership of bookstore coordinator:

1. Charge for materials according to set prices.
2. Take money from customer and operate cash register.
3. Place purchased books in sack for customer.
4. Cash or checks (for exact amount of purchase only) may be accepted and must be made out to "Friends of the Library" and stamped "For Deposit Only."
5. Assist customers as needed.
6. Sell gift shop items.
7. Help sort and shelve books.
8. Keep store picked up and in a neat and orderly fashion.
9. Help rearrange store as needed according to types of books available.
10. Promote "Friends of the Library" membership
11. When busy, anticipate what needs to be done, i.e. bag books ahead of time while keeping track of the amount being purchased.

COMMITMENT: Commitment of 2, 3, or 4 hours per week is required for this position.

INTERRELATIONSHIPS: Contact with customers of all ages; good working relationship with bookstore coordinator.

WORK ENVIRONMENT: Bookstore environment; may be busy and hectic or may be slow.

PHYSICAL/SPECIAL REQUIREMENTS: Must be able to take direction and then work independently, make simple mathematical calculations, and must enjoy and have ability to count money and make change. Must enjoy dealing with the public and working in cooperation with other volunteers and the bookstore coordinator. Must have good hearing and motor skills. Requires lifting books and stooping. Must have successfully completed criminal history check. Must have successfully completed procedures for volunteer involvement at ACPL.

Approved: _____ TST Bookstore Coordinator

Date: _____

Approved: _____ Volunteer Services Manager

Date: _____