

## **VOLUNTEER WORK DESCRIPTION**

Branch Book Sale and Sorter of Donated or Discarded Library Materials

### **DUTIES AND RESPONSIBILITIES:**

- Sorts through donations, discarded library materials deciding which items to include for the branch book sale shelves and other scheduled book sales
- Displays sale stock in an organized and attractive manner
- Arranges regular visits by the consignment company to sort through materials for selling through the Internet
- Arranges for back inventory of materials to be sold, donated, recycled

### **JOB REQUIREMENTS:**

- Must be dependable
- Must be able to tolerate dust, mold, etc. that may have accumulated on material (for discard process)
- Must be able to tolerate odor of markers (for discard process)
- Must be able to lift 20 pounds (for preparing books for shipment)
- Must be neat, accurate and detail oriented
- Must be able to work well with other volunteers also responsible for sorting donations and discards

### **TIME REQUIREMENTS:**

- Must be able to commit to minimum of two hours a week for six months or longer

### **TRAINING REQUIREMENTS:**

- Library orientation training
- Sorting donations and gifts
- Arranging and maintaining inventory of sale items

### **RESPONSIBLE TO:**

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Branch Manager or Staff Supervisor  
Berkeley County Library System

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BRANCH LOCATION5/0