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:

_________________________________
Branch Manager or Staff Supervisor
Berkeley County Library System

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BRANCH LOCATION: 5/0