



Friends of the Milwaukee Public Library
Bookseller Volunteer

Objectives:

Volunteer(s) will sort, stock, categorize, and shelve materials for purchase. Maintain store appearance, assists customers, operate cash register and performs other tasks.

Hours Needed:

Minimum commitment of 1 shift per week on a regularly scheduled day
Shifts are 9 a.m.-12:30 p.m. or 12 p.m.-4 p.m. Monday thru Saturday
Attend training workshops offered by the library

Qualifications:

Minimum of 18 years of age, High School diploma or GED
Good communication and listening skills; outgoing, friendly
Cash handling experience, register or retail experience
Has effective organizational skills.
Keeps work area organized
Enjoys helping people and able to work with diverse individuals of any age and ability
Successfully complete training and orientation

Responsibilities and Expectations:

Receives stock by unloading boxes; categorizing books (sorting by subject); sorting out damaged items
Ability to lift 50 pounds
Trained and knowledgeable about Bookseller operations
Organizes display merchandise in a logical and attractive manner
Ability to stand and kneel for shelving and processing materials for a few hours as needed Call the Bookseller 24 hours in advance if unable to report for assigned shift
Provide two weeks' notice for resignation
Complete records of statistics, tasks completed, and timesheet
Communicate with supervisor regarding questions and concerns
Represent the Friends of the Library and the Library in a positive light to the community

Training & Evaluation:

Training will be provided at beginning of tenure and as needed during employment
Staff support available on-site

Contact Person:

Wendy Mesich
BookSeller Manager
friendsbookseller@gmail.com

