



## Book Boxer Volunteer Job Description

**Mission:** Be a hub for engagement, literacy and learning, and lifelong curiosity and discovery.

**Title:** Book Boxer

**Responsible To:** Volunteer Coordinator

**Qualifications:**

Must be able to efficiently pack and lift/move moderately heavy boxes full of books that we are unable to sell in the Book Sale Room.

**Responsibilities:**

- Preparing boxes of books and/or audio-visual items to be shipped, donated or otherwise distributed outside of the Book Sale Room
- Move full boxes of books from the back work area onto the table outside of the Book Sale Room where they will be loaded and shipped
- Other related duties as assigned

**Time Commitment:** Regular hours preferred, typically on Tuesdays. Flexibility when there are no books to box. Ongoing time commitment with a 3-6 month minimum expectation.

**Training:** Approximately 15 minutes before your first shift to be scheduled with the Volunteer Coordinator.

**Location:** Circulation work area, 1<sup>st</sup> floor

**Contact:** Volunteer Coordinator, 307-773-7224 or VolCoor@lclsonline.org