



## Book Sale Room Attendant Volunteer Job Description

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

**Title:** Book Sale Room Attendant

**Responsible To:** Volunteer Coordinator

**Qualifications:**

- Must be able to work independently and provide great customer service
- Basic math skills to handle money accurately
- Ability to lift moderately heavy boxes of books and/or equipment, shift library materials, and shelve items as needed.

**Responsibilities:**

- Tend to the Book Sale Room during your weekly scheduled shift(s)
- Operate a cash register and accurately handle money
- Accept book donations from library patrons
- Keep shelves and materials organized
- Assist the public answering questions with friendliness and respect
- Help with special projects as needed
- Work closely with the Volunteer Coordinator to ensure the needs of the Book Sale Room and expectations of customers are being met
- Other duties as assigned

**Time Commitment:** A minimum of one hour shift per week. Ongoing time commitment with a 3-6 month minimum expectation.

**Training:** 30-45 mins in the Book Sale Room to be scheduled with the Volunteer Coordinator.

**Location:** Book Sale Room, 1<sup>st</sup> floor

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