

BRIDGEPORT LIBRARY

VOLUNTEER SERVICES

BOOK SALE HELPER

Job Description

Location/ Volunteer Reports To:

Burroughs & Saden, Main Branch Garage – Julio R., Volunteer Services Coordinator, or Lead

Time Commitment

2 to 4 hours weekly or as arranged – Tues. & Thur

Purpose of Volunteer Position

To assist the *Friends of the BPL* in preparing the Book Sale space for Thursday sales. *Helpers* are responsible for scanning, sorting, arranging books, and performing minor administrative tasks such as printing out fliers.

Abilities Required

Easy Lifting

Ability to Follow Instructions from Volunteer Coordinator and Friends Board Members

Ability to Work Alone or With Others

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

N/A