

# BRIDGEPORT LIBRARY

## VOLUNTEER SERVICES

### **BOOK SALE LEAD**

#### **Job Description**

##### ***Location/ Volunteer Reports To:***

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

##### ***Time Commitment***

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

##### ***Purpose of Volunteer Position***

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To assist the *Friends of the BPL* in preparing the Book Sale space for Thursday sales. *Leads* are responsible for directing the Book Sale *Helpers* while they are arranging and organizing the shelves. *Leads* are also responsible for helping to manage basic administrative duties such as tracking *Helper* sign-in/out.

##### ***Abilities Required***

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Easy Lifting

Ability to Follow Instructions from Volunteer Coordinator and Friends Board Members

Ability to Work Alone or With Others

Must be Able Exhibit Basic Leadership Skills

##### **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**

Age 18 and above