

**BANDON LIBRARY FRIENDS AND FOUNDATION
(BLFF)
VOLUNTEER POSITION DESCRIPTION**

1. Position Title

BLFF Book Sales Chair

2. Work Location

Most work is performed at the library. Bandon Library provides space in the library office area. Books are processed in that area. Books are stored in storage closets at the library.

3. Purpose of the Position

The Book Sale Chair is responsible for coordinating all book sales activity, including managing the volunteers needed to:

- hold two fundraising books sales each year and
- stock the shelves of the Never Ending Book Sale in the library.

The Chair manages and trains enough volunteers for each job, including sorting donated books, storing books for sale, stocking the never-ending book sale shelves, and setting up, staffing and clearing the annual book sale fundraising events.

4. Responsibilities and Duties

- Responsible for overall activities of two annual book sale fundraising events
 - Assure sufficient books have been set aside and appropriate signage created.
 - Organize volunteers for the book sales events
 - Assure Treasurer has cashiering volunteers, cash box, etc. prepared
 - Direct the placement of signs and banners
 - Provide Publicity Chair with book sale information for advertising.
- Manage and train five to seven volunteers who spend an average of 10 hours weekly sorting book donations and storing them in preparation for the book sale events and the Never-ending book sale
- Manage and train two volunteers who spend an hour each per week restocking the never-ending book sale shelves in the library.
- Step in where needed to assure all books donated to the BLFF are sorted, stored, and sold or disposed of.
- Hold three book sale volunteer meetings annually
- Keep counts and records of the books sorted and stored for book sales.
- Provide the information on sales events and special books offers for publicity and the website.
- Prepare a budget for the operation of book sales events.
- Prepare and make bank deposits for Never-ending Sale proceeds.
- Develop and maintain position descriptions for book sale activity volunteers.

5. Qualifications

- An organized person who wishes to promote and support the mission and goals of the Bandon Library Friends and Foundation.
- Good people and volunteer recruiting skills.
- Ability to spend at least a couple of hours each week in managing and doing the book sales tasks.
- Comfortable with computer-based research about books and pricing.
- The ability to maintain contact, via phone and email, with BLFF members and BLFF Board members.

6. Commitment Expected

The Book Sale Chair is the most time-consuming of the BLFF volunteer positions. It requires training and managing volunteers who help with the sorting, storing, shelf-stocking, and sale event preparation and staffing. And when a volunteer cannot come in, often it is the Chair that must step in and get the work done. Ten hours per month is the minimum time commitment. In December, working with volunteers to set up, staff and tear down for the one-day Holiday Sale requires an additional 10 hours. The Summer book sale event in July is 3 days in duration and requires another 20-30 hours. Attending BLFF Board meetings adds about 2 more hours monthly.

7. Training

- BLFF Board Volunteer Coordinator will assist the volunteer in obtaining the necessary training and documentation.
- Documentation for the processing of books and the conduct of sales is available.
- Previous participation as a Book Sales volunteer provides the best training.

8. Other

There are three groups of volunteers for which the Book Sales Chair is responsible. They include Book Sorters, Never-ending Book Sale Stockers and Book Sale Event volunteers. Details of these positions are documented in a separate booklet titled "BLFF Book Sales" which is kept in the BLFF area in the library office space.