

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

1. Position Title

BLFF Book Sales
Book Sale Event Volunteer

2. Work Location

Work is performed at the Bandon Library in the Sprague Community Room.

3. Purpose of the Position

The Book Sale Event Volunteer participates in the setup, sales and clean up for the two fund-raising book sale events held annually in July and December and works at the direction of the Book Sale Chair who manages the Book Sale Events.

4. Responsibilities and Duties: There are many duties listed below that need to be accomplished by the group of volunteers that participate. Your assignments may vary depending on who else participates and the specific times you participate.

- Summer Pre Setup: This happens Tuesday evening with 2-4 people.
 - Empty Audio Closet.
 - Empty and move magazine rack from the library into the Audio Closet.
 - Set up tables and signage.
 - Also set up refreshment area.
 - Make "Thank You" sign on bulletin board.
 - Purchase treats for set up day.

- Summer Setup: on the day before the scheduled event
 - Remove boxes of books and other items from storage
 - Unpack and arrange books on and under labeled tables/shelves as directed.
 - Assure all materials needed for the sale are acquired and available.
 - Stack BLFF special brown boxes in left closet of Sprague room.

- Holiday Pre Setup: Friday evening 4 pm with 2 people
 - Set up tables and bookcases
 - Place signs.

- Holiday Setup: Friday evening 5 pm with 6-8 people.
 - Bring out holiday book boxes (about 45-60) unpack and set up.
 - Leave room for gift baskets if this is happening.
 - Place gift baskets.

- Sale Day(s): Summer sale is 3 days (Th, Fr & Sa); Holiday Sale is 1 day (Sa).
 - Bake cookies or other refreshments.
 - Provide refreshments and healthy snacks for volunteers (Generally, provided by Book Sale Chair)
 - Place street and banner signs in community.
 - During members-only sale times, staff the membership table to verify memberships and/or sell memberships and issue membership cards. Transfer fees and forms collected to cashier.
 - Hand out shopping bags and/or boxes for customers to use.
 - At checkout, bag/box books for customer, while counting and pricing them; fill out “total amount owed” slip.
 - At checkout, accept payment based on “slip” and give change as needed for items purchased. (Cashier positions pre-assigned by Treasurer)
 - Restock tabletops and shelves with stored books and keep area tidy.
 - Keep customer refreshment table stocked with cookies and fresh coffee and tea.
 - Tally and report daily receipts (generally done by BLFF Treasurer)
 - Provide refreshments and light lunch for volunteers.

- July Pre Clean Up;
 - Pack up any usable books, etc., for future sales or NE.
 - Edit and pack Better Books.
 - If there are people wanting free books have them come in.

- July Clean up: Generally occurs on the first Monday following a sale.
 - Prepare books for donating, recycling or discarding as required.
 - Clean tables and shelving and return to storage areas.
 - Clean refreshment area.

- Holiday Clean Up; Occurs right after the sale.
 - Any Christmas book goes on the Never Ending Book Shelves.
 - \$5-up books are packed, boxes counted and put away for July sale.
 - \$1 and \$3 books are boxed and stored for the Never Ending Book Sale.
 - Put tables and book shelves away.
 - Clean up refreshment area.

5. Qualifications

- A desire to promote and support the mission and goals of the Bandon Library Friends and Foundation at its primary fundraising event.
- Ability to work 1-3 hours on one or more days of the event.
- For those who move stored boxes, the ability to lift 30-40 lbs.

- The ability to maintain contact, via phone and email, with BLFF members and BLFF Board members.

6. Commitment Expected

Setup generally takes 3-5 hours; shifts during the sales are usually 3-4 hours long; cleanup also takes 2-4 hours.

7. Training

- BLFF Book Sale Chair direct volunteers during the sale event.