



Mesa County LIBRARIES

Volunteer Job Description

Position: Book Sale Clerk

Location: Book Depository
First Congregational Church
1425 North 5th Street
Grand Junction, CO 81501

Position Purpose: The purpose of this position is to stock and sell books and related media at the Book Depository, a temporary book sale site. Books and media sold benefit the Friends of Mesa County Libraries, who distribute funds to a variety of MCL programs and events. The Novel Idea Bookstore at the Central Library is closed until further notice.

Supervisor: Volunteer Coordinator

Responsibilities, Duties, Functions, Tasks (what must be completed to achieve the goals):

- Provide a welcoming environment by greeting customers as they enter the store.
- Assist customers with finding the books, DVDs, and related items in the bookstore by being familiar with items on shelves
- Stock shelves from already priced items
- Calculate item totals, collect money and make change as needed
- Maintain a clean and orderly store
- Report hours to Volunteer Coordinator using Galaxy (online portal) or log sheet by the 10th of each month

Qualifications (minimum experience, skills, education, knowledge):

- Good organization skills and attention to detail
- Excellent customer service skills
- Ability to accurately handle cash transactions
- Knowledge of popular books, genres, and authors is helpful

Requirements:

- Must be at least 18-years-old
- Interview with Volunteer Coordinator, background check, review of handbook, signed waivers
- Physical ability to push, bend, stretch, reach, lift and read book spines

Time Commitment:

- 2 hours shifts from 8:45am-2:15pm on Saturdays