



Mesa County LIBRARIES

Volunteer Job Description

Position: Novel Idea Bookstore Clerk

Location: Central Library
443 North 6th Street
Grand Junction, CO 81501

Position Purpose: The purpose of this position is to price and stock books and related media at the Novel Idea Bookstore. 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 is located in the west entry way of the Central Library.

Supervisor: Volunteer Coordinator

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

- Utilize the Bookstore sorting room to organize and price donated items according to the provided pricing list.
- Stock store with priced items, displaying a variety of materials, taking seasons/holidays/themes into account when appropriate.
- If needed, assist patrons with finding books, DVDs, and related items on the kiosk by being familiar with items on shelves and direct them to donation box at front desk
- If needed, direct patrons to a staff member for additional assistance.
- Maintain a clean and orderly store and sorting room.
- 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
- Customer service skills
- 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:

- 1 hours shifts available 9am-5pm, Monday – Saturday
- Sunday shifts available 1pm-5pm, September - May