Volunteer Job Description

Title: Book Sale Volunteer

Service Area: Monterey Public Library


Duties: The Book Sale volunteer evaluates discarded and donated books for salability; sorts and prices material for the book sale area. The volunteer recycles materials that are unlikely to sell because of wear and damage. The Book Sale volunteer monitors the sale cart, restocks and discards/recycles materials as needed. The Book Sale volunteer may also work on designated Friends Book Sale events, setting up, tearing down and selling materials.

Qualifications: The ideal Book Sale Volunteer can successfully evaluate used books for salability; is able to lift small boxes of books up to 25 lbs; is able to safely push loaded book trucks; is responsible, committed and punctual.

Training: A 1-2 hour orientation and training will be provided, with additional training as needed.

Time Commitment: 1-3 hours per week or special Book Sale event.

Supervisor: Manager for Technology, Circulation and Technical Services

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