

Book Sales Chair

The purpose and mission of the Friends of the Inver Glen Library shall be to maintain an association of persons interested in library services, to focus attention on library services, facilities, and needs, and to stimulate gifts, endowments and bequests

Overview of Position: Book Sales Chair will coordinate a committee to plan, execute and facilitate distribution of used books and other media from the library and community donations to the public.

Key Responsibilities:

Create Book Sale committee with help of Volunteer Chair

Organize book sales with committee to solicit volunteers for

Contactless Book Sale

Annual Book Sale

Promote book sales with help of the Public Relations Chair

Work with Volunteer Chair to recruit for sale needs such as

Sorting and storing donated books for sale

Set Up and restocking sale shelves

Managing sales on Sale dates

Clean up and redistribution of unsold media

Report proceeds to board

Document and record the process

Qualifications: Volunteers need to be empathetic, great communicators and comfortable working as part of a team towards shared goals and targets. Confidentiality, effective organizational skills and strong work ethic contribute to a successful volunteer pool.

Willingness to use the computer for record keeping and board communication.

Accountable to:

Friends of Inver Glen Library Board

Internal relationships: with library staff; as volunteer for Friends' activities and events Library staff 3 External relationships: Be alert to opportunities to invite others to participate with Friends

Training and Support Provided or Available for this Position:

Previous position holder will provide instruction

Orientation by board member

Time commitment: *Term/length of service; hours/week, weekends? Or hrs vary based on activities* Yearly sale usually held in April (2021 held in mid- September) Advertising work begins 1-2 months before sale.

Set up is week before sale 4-6 hours for 4-5 days.

Sale runs designated hours that the library is open. (4-5 days...Tuesday through Saturday)