



Volunteer Opportunities

Book Sales – Volunteer Job Description

A major fundraising activity of the Friends is resale/rehoming of retired Library and donated books. Our books sale events include:

- Spring and Fall Book Sales (McNary Center, St Paul's Church, Kinderhook)
- Pop-up Books Sales & Events
 - Kinderhook Farmers' Market
- Friends' Bookshelves at the Library

Who are we looking for: The Friends are seeking volunteers to organize, coordinate and work at these events. Events occur throughout the year.

Prior experience working in book sales and customer service is desired.

Availability/Commitment: Volunteers should anticipate volunteering 2-4 hours per month.

Activities: Activities may include:

- Accepting and organizing book donations at various times throughout the year
- Sorting, organizing and packing books for various book sale events
- Setting up and breaking down book sale events at the McNary Center, the Library, the Kinderhook Farmers' Market and other locations
- Transporting books to/from various book sale locations
- Displaying books, signage etc. for/at book sale events
- Staffing book sale events at various locations including interacting with the public, handling money, educating the public about the Friends
- Documenting and reporting metrics from book sale events
- Working in collaboration with other Friends' teams/team members/Executive Council members as well as library staff and Board Trustees

Special Note: Book Sale events involve physical activity. Volunteers must be able to bend, lift and carry boxes of books, tables, chairs, tents etc.

Interested in volunteering – email us at friends@kinderhooklibrary.org let us know more about your experience. Please put **Book Sales** in the Subject line of your email.

Looking forward to hearing from you!