

## **Friends of the Sun Prairie Public Library**

### **Volunteer Job Description**

#### **Scheduler – Read Before Book Store**

##### **General Purpose**

To schedule volunteers (See Sales Clerk job description) to work in the Read Before Book Store.

##### **Duties**

1. Makes sure the store is staffed all the hours it is open.
2. Maintains a substitute list and works to replace volunteers who leave.
3. Maintains the store schedule and keeps the substitute list up-to-date.
4. Serves as a member of the Read Before Book Store Committee.

##### **Working Conditions/Physical Demands of Position**

Inside work environment.

##### **Equipment Used**

Telephone, volunteer list and volunteer schedule.

##### **Time Required**

One hour per week.

##### **Training/Skills Required**

1. Knowledge of cash register and coffee maker.
2. Understanding of all Read Before Book Store clerk duties.

##### **Travel Required**

None required.

##### **Special Qualifications**

Ability to work with others.

Supervisor: Read Before Book Store Manager

Coordinator: Volunteer Coordinator

Reviewed and Updated: April 2016