

**Friends of the Sun Prairie Public Library**  
**Volunteer Job Description**  
**Manager — Read Before Book Store**

**General Purpose**

To plan and organize the sale of merchandise in the bookstore, with the help of other volunteers, to raise money to supplement library programs and services.

**Duties**

In cooperation with the Read Before Book Store Committee, which includes the Treasurer and the Scheduler, organize and supervise the activities of the store:

1. Sort and price books.
2. Organize books on shelves by category.
3. Arrange displays.
4. Plan sales for Read Before Book Store.
5. Keep a neat, pleasant, and welcoming environment.
6. Oversee purchase of supplies and stock.
7. Select local materials for purchase.
8. Train volunteer sales clerks.
9. In coordination with Friends' Treasurer, remove excess money from cash register and deposit in bank weekly.
10. Keep financial records.
11. Work cooperatively with Volunteer Coordinator and Scheduler.
12. Serve on the Read Before Book Store Committee.
13. Report monthly to Friends Board.

**Working Conditions/Physical Demands of Position**

1. Inside environment
2. Standing, stooping, bending, twisting, reaching.
3. Handling and picking up books and other materials.
4. Pushing a loaded book cart.

**Equipment Used**

Price stickers, pens for pricing, home computer for promotions and signage, cash register, keys, coffee maker and book carts.

**Time Required**

6-12 hours per week

**Training Required**

Review of Read Before Book Store job descriptions and supervisory responsibilities. Training on: selecting and valuing books, displaying and marketing books, purchasing supplies and using equipment such as the cash register and coffee maker and security system.

**Travel Required**

Required to purchase supplies and stock.

Required to make bank deposits.

**Special Qualifications**

Good planning and organizational skills, knowledge of popular books and authors, the ability to work well with other people and the ability to keep accurate financial records

Supervisor: Read Before Book Store Committee

Coordinator: Volunteer Coordinator

Updated:

4/20/16