



VOLUNTEER OPPORTUNITY AT THE CENTRAL LIBRARY

GIFT MATERIALS COORDINATOR

RESPONSIBILITIES

- Sorts gifted book and audio-visual materials. As needed, cleans, prices, stores and processes them for resale.
- Maintains the library sales cart keeping it organized, stocked, and clean. Tracks cart sales. Removes stale items.
- Works with volunteer coordinator to schedule the volunteers needed to assist with gift materials and book sales.

THE DIFFERENCE YOU WILL MAKE TO THE LIBRARY

- Help to improve the Library's collection and to finance the volunteer program through revenue generated from the sale of gifted materials.

VOLUNTEER QUALIFICATIONS

- Is honest, reliable, punctual, enthusiastic, energetic and flexible. Is courteous and friendly to library patrons, staff and volunteers. Works well with others.
- Able to successfully lead volunteers and coordinate book sales. Has strong organization skills and attention to detail. Communicates effectively in English.
- Is book savvy and recognizes valuable books. Able to effectively sort gifted materials by genre and value, and recommend appropriate disposition.
- Able to arrange materials in alphabetical, numerical, and chronological orders.
- Able to lift and move bags or boxes of up to 25 pounds. Able to stand, sit, or lift for hours at a time. Has good eyesight and small motor skills.
- Able to work both indoors and outdoors at the library with some dust or dirt.

COMMITMENT REQUIRED

- Two – four (2-4) hours per week plus additional hours to coordinate book sales for a minimum of one (1) year.

CONTACT

- Ellen Cunningham, Central Library Volunteer Coordinator, 564-5633, ECunningham@SantaBarbaraCA.gov.