



Lead Second Chapter Bookstore Volunteer

Position Overview and Impact

Douglas County Libraries elevates our community by inspiring a love of reading, discovery and connection. Volunteers are an invaluable resource in improving the quality of living in Douglas County.

Used book sales raise funds for the DCL Foundation to support programs and events in our community. Bookstore materials are items that have been donated to the library or removed from our collection. Used Bookstore Volunteers ensure that low cost, high quality materials are available to our community, increasing the number of books for people to enjoy in their homes. In addition to the responsibilities of Used Bookstore Volunteer, the Lead Used Bookstore Volunteer trains and guides other volunteers on the bookstore processes.

Key Responsibilities

- Trains and guides volunteers to perform work that involves the processing and handling of bookstore materials in an accurate and timely manner
- Allows shadowing by new volunteers as part of shelver training
- Manages the sorting and storing of materials according to bookstore guidelines
- Makes recommendations to improve bookstore processes and volunteer staffing
- Organizes and merchandizes the bookstore
- Works with the Branch Volunteer Coordinator to recruit used bookstore volunteers
- Presents a positive image of the library in communications and appearance while performing duties in both the public and staff areas

Qualifications

- Ability to interact with customers and staff
- Ability to work independently and train/guide others
- Excellent organizational skills
- Moderate physical activity including lifting, reaching, standing, bending, and walking
- Regular exposure to moderate noise levels and residual dirt and dust

Training and Support Provided

- Orientation to the library
- Training in bookstore procedures
- Review of lead role expectations with Branch Volunteer Coordinator

Benefits of Volunteering

- Our volunteers enjoy personal growth and interaction, a sense of community involvement, potential physical benefits of activity, work experience, and development of job skills.
- Community volunteers are key contributors to the success of our libraries.
- We provide a safe, pleasant environment and the opportunity to meet people from diverse backgrounds.

Time and Length of Commitment

- Minimum two hours a week for six months, but prefer a year
- Shifts are available during the week, evenings and weekends

Staff Connection

- Branch Volunteer Coordinator

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