



## Online Book Sales 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 and beyond.

Used book sales raise funds for the DCL Foundation to support programs and events in our community. Online book sales are an extension of our Second Chapter Used Bookstores. A team of Online Book Sales Volunteers specialize in sorting, assessing and listing materials for online sales. These items have either been donated to the library or removed from our collection. Online Book Sales Volunteers help assure that materials are handled, evaluated and listed for sale based on Douglas County Libraries' guidelines.

### Key Responsibilities

- Sorts, evaluates, and processes materials in an accurate and timely manner to facilitate online sales
- Researches value of items to determine salability based upon DCL guidelines for online sales
- Lists available items online and maintains an accurate record of listed materials
- Communicates with the Branch Volunteer Coordinator regarding processing and status of listed items
- Maintains secure storage and packaging to maintain item quality and prompt delivery
- Presents positive image of the library in communications and appearance while performing duties

### Qualifications

- Ability to interact with customers and staff
- Ability to work independently
- Accuracy
- Excellent organizational skills
- Familiarity with Amazon Marketplace
- Moderate exposure to residual dirt and dust
- Physical activity including bending, reaching, and lifting as well as working seated at a computer for extended periods of time

### Training and Support Provided

- Orientation to the library
- Training in sorting and evaluation procedures
- Training in the DCL online sales process

### 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
- Shifts are available during the week, evenings and weekends

### Staff Connection

- Branch Volunteer Coordinator and/or other assigned staff member

*Created September 2017*