



Second Chapter Used 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.

Second Chapter Used Bookstores are located at each branch. 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. Second Chapter 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.

Key Responsibilities

- Processes and handles bookstore materials in an accurate and timely manner
- Sorts and stores materials according to bookstore guidelines
- Organizes and merchandizes bookstore shelves
- 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
- 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
- Guidance of Lead Used Bookstore Volunteer, including ability to shadow the lead

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 three months
- Shifts are available during the week, evenings and weekends

Staff Connection

- Branch Volunteer Coordinator and Lead Second Chapter Used Bookstore Volunteer

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