

# Wooden Shoe Books ★ Volunteer Application

Give as much or as little information as you would like.

Name: \_\_\_\_\_ Pronouns (circle): She / He / They / \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Please circle preferred method of contact:* Email / Call / Text

Emergency contact info (*just in case!*):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

How would you describe yourself politically? Interests?

Why are you interested in working at the Wooden Shoe?

Please list any relevant experience you bring to the shop (book knowledge, music knowledge, computer skills, just want to learn, etc.). Have you worked with other infoshops or collectives?

How long do you plan to be involved? (We ask people to commit to at least six months.)

When are you available? Weekdays/weekends, daytime/evenings?

Most people volunteer by staffing the store. Are you interested in other aspects of the collective, such as helping out with ordering, cleaning, recycling, or other special tasks that might arise?

List your 5 favorite books and/or records. Go!

Any special needs or concerns?

## **Mission:**

The Wooden Shoe is an all-volunteer collectively-run Infoshop located in Philadelphia, PA that seeks to embody the principles of anarchism and other movements for social justice. We strive to provide our local community with radical and nontraditional sources of written, digital, and spoken information. We wish to be an empowering resource for activism, organizing, art, self-education, dialogue, community-building, and the anti-capitalist struggle.

## **Statement of Values:**

We seek to be an example of the society we envision and what we are working towards as radicals. We are a nonprofit space that works to offer ethical choices in what people buy, eat, drink, and learn. We are a non-hierarchical collective that hopes to empower members through worker self-management and a consensus decisionmaking process. As a collective, we are committed to discussing and challenging all systems of oppression including but not limited to: racism, sexism, classism, heterosexism, ableism, and ageism within our own collective and in larger society. We seek to recognize and identify various points of privilege we may have as members of a collective that is made up of people with unique identities, backgrounds, and histories. We hope to build a space that is part of a larger social movement that combines our resources with other cooperative and collective organizations locally and around the world for the purpose of mutual aid and the creation of a cooperative society.

## **This side for trainers only**

**1st try** trainer:                      date:  
circle one: set date for first training / left message / sent email / wrong number  
Notes:

**2nd try** trainer:                      date:  
circle one: set date for first training / left message / sent email / wrong number  
Notes:

**Scheduled trainings:** All staffers in training must complete 3 trainings. Conversations should occur amongst the collective as staffers are completing trainings. Notes should be impersonal but honest.

1. date scheduled:                      shift:                      trainer:                      completed: ☐  
**Notes:**

2. date scheduled:                      shift:                      trainer:                      completed: ☐  
**Notes:**

3. date scheduled:                      shift:                      trainer:                      completed: ☐  
**Notes:**

**Things to train in:** All new staffers must be shown how to do and get some experience in doing the following before their training is really complete. If you've shown a new staffer how to do the following then please check the box next to it. You don't necessarily need to go in this order, but it is helpful for trainers to be able to assess trainee progress. Cross these items off when you're sufficiently convinced the trainee has absorbed the knowledge.

### **Day One**

- ☐ History of Wooden Shoe
- ☐ Tour of store
- ☐ Wooden Shoe Packet
- ☐ Anti-Oppression
- ☐ Conflict Mediation
- ☐ Appropriate behaviour
- ☐ Structure of collective
- ☐ Committees / work groups
- ☐ Collective meetings
- ☐ Things of illegal nature within the Shoe
- ☐ General tasks/responsibilities

### **Day Two**

- ☐ Read staffing manual
- ☐ Keeping the store clean; supplies, etc.
- ☐ Friendliness towards patrons
- ☐ Flyers for the bulletin board
- ☐ Credit/debit (encourage debit) cards
- ☐ Cash register (demo purchases!)
- ☐ Petty cash
- ☐ Gift certificates; discounts
- ☐ Voids (also double-escape cancel)
- ☐ Consignments
- ☐ Daily sheets/closing

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### **Day Three**

- ☐ Infoshop Keeper (ISK)
- ☐ Record keeping, marking down the mail
- ☐ Processing new books
- ☐ Book ordering system, adopting book sections
- ☐ Importance of logbook
- ☐ Trash/recycling bins, backdoor key
- ☐ Signing up for new shifts
- ☐ Review everything thus far.
- ☐ Phone list/listservs (announcements/internal)
- ☐ Riseup account benefits (shared files)
- ☐ No one person represents the Shoe (media)
- ☐ Encourage re-occurring shifts
- ☐ Mental Health and Wellness Protocol
- ☐ Any loose ends? Feeling comfortable?

**Anything else the collective should know about this potential staffer?:**