



Volunteer Position Description *Friends Warehouse*

Thank you for your interest in volunteering with the Friends of the Phoenix Public Library. We are currently seeking volunteers for our warehouse to assist with sorting and unpacking books. These books are sold to generate funds that are then used to fund library programs. Below is a description of the duties, scheduling and tasks required for the volunteer position:

Responsibilities and Opportunities include:

- Sorting and stocking used books in appropriate shelves
- Pulling books and boxing them to be sent out
- Light housekeeping (i.e. dusting shelves and books and preparing warehouse for sales)
- Straightening, calling, & alphabetizing books already shelved

Qualifications include:

- Ability to lift up to 25 pounds (for most tasks)
- Interest in books and knowledge of a variety of different authors and subjects. Ability to understand alpha sorting (alphabet) appreciated
- Ability to deal with the public during book sales in a professional and friendly manner
- Dependability
- Computer literate

Availability and hours: (All hours and dates are **flexible to your schedule**)

- Volunteer may come in at **any time during open hours for as many hours as desired.**
- For stocking and sorting; warehouse is open: Monday and Wednesday (9 a.m. to 3 p.m.) Other days may be available. Every second Saturday (8 a.m. -12p.m.)
- For Book sales: Weekdays and weekends which sales are scheduled, you will be issued a schedule
- Desired commitment: Volunteer may work any hours during the week and as many days as desired during the month, flexibility a plus

Training and orientation:

- Training and orientation will be onsite at the warehouse with experienced volunteer

Please contact (602) 534-5208 for any questions and comments
or visit the website at www.plfriends.org

