

St. Cloud Friends of the Library Bookstore Volunteer Position

Qualifications

- Interest in the library and books
- Commitment to adhere to work schedule
- Enjoy working with the general public
- Physically able to stock shelves
- Ability to manage cash and make change

Responsibilities

- Assist customers in finding books
- Restock and straighten book shelves
- Direct magazine and book donations to appropriate spaces
- Act as a representative of St. Cloud Friends of the Library
- Find a replacement from substitution list when unable to work as scheduled
- Review the procedure manual for notices about changes in procedures or merchandise

Availability and Hours of Operation

- The bookstore is open:
 - Monday | 12 - 8 pm
 - Tuesday - Friday | 12 - 6 pm
 - Saturday | 10 am - 4 pm
- Desired commitment is a two-hour shift, every other week or a willingness to be on the substitute list. The Saturday shift is three hours. A one-year commitment is desired.
- Schedules are published every three months.

Orientation and Training

- Orientation and training are onsite with the bookstore manager and an experienced volunteer.
- Following the orientation session, new volunteers are expected to work 1-2 shifts with an experienced volunteer. Additional orientation shifts may be scheduled as needed.

Questions

Contact the Bookstore manager via stcloudfriends@gmail.com.