



16 Civic Centre Rd., Petawawa, Ontario K8H 3H5

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Volunteer Position: Continual Book Sale Management

Responsible To: Outreach Technician and Circulation Desk Staff

Job Summary: Sort, price, organize and shelve donated/withdrawn materials in hallway sale area and storage room of library.

Knowledge, Skills and Abilities: Ability to interact pleasantly with customers, follow instructions and work independently. An attention to detail and accuracy is a must.

Essential Functions: Unpack and sort withdrawn library materials and donated materials. Identify damaged and/or outdated materials for disposal and inform library staff. Stock, straighten and display books, magazines and AV materials in public book sale area.

Working Conditions: Dust from books and other sources and may pose a problem for volunteers with respiratory problems. Volunteers stocking the book sale shelves may have contact with the public. Position involves bending, stooping, lifting materials and pushing carts loaded with heavy books.

Time Required: A weekly commitment is needed to maintain the Book Sale shelf. More time may be required during the Annual Book Sale at the Library.

Minimum Qualifications: 14 and older. Volunteer must be able to differentiate fiction from non-fiction materials and push carts loaded with heavy books back and forth several times a shift between the backroom and book sale area. Ability to follow instructions, work independently and with accuracy is essential. A current, valid police records check with vulnerable sector screening is also required.