



Friends of the Milwaukee Public Library  
Bookseller Volunteer

**Objectives:**

Volunteer(s) will sort, stock, categorize, and shelve materials for purchase. Maintain store appearance, assists customers, operate cash register and performs other tasks.

**Hours Needed:**

- Minimum commitment of 1-2 shifts per week on a regularly scheduled day or days between the hours of 9 a.m.-12 p.m. or 12 p.m.-4 p.m.
- Availability Fridays, Saturdays, and every 5<sup>th</sup> Monday and Wednesday of each month
- Attend training workshops offered by the library

**Qualifications:**

- Minimum of 18 years of age, High School diploma or GED
- Good communication and listening skills; outgoing, friendly
- Cash handling experience, register or retail experience
- Has effective organizational skills. Keeps work area organized
- Enjoys helping people and able to work with diverse individuals of any age and ability
- Successfully complete training and orientation

**Responsibilities and Expectations:**

- Receives stock by unloading boxes; categorizing books (sorting by subject); checking for and sorting out damaged items
- Ability to lift 50 pounds
- Trained and knowledgeable about Bookseller operations
- Organizes display merchandise in a logical and attractive manner
- Ability to stand and kneel for shelving and processing materials for a few hours as needed
- Call the Bookseller 24 hours in advance if unable to report for assigned shift
- Provide two weeks' notice for resignation
- Complete records of statistics, tasks completed, and timesheet
- Communicate with supervisor regarding questions and concerns
- Represent the Friends of the Library and the Library in a positive light to the community

**Training & Evaluation:**

- Training will be provided at beginning of tenure and as needed during employment
- Staff support available on-site

**Contact Person:**

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