



Volunteer Position Description

Position: **Indy Library Store Volunteer**
Branch/Agency: **Bookstore**

Bookstore volunteers enhance the work of Indy Library Store and the Library by helping dispose of discarded, donated, and unwanted materials to create a fundraising opportunity for The Indianapolis Public Library Foundation. You may choose to volunteer on an ongoing basis during designated work sessions, opt to work during the store's regular public sales, or both. The bookstore is closed to the public except during times of publicized book sales. There is no interaction with the public during volunteer work sessions.

Volunteer Roles & Responsibilities: Upon successful completion of the volunteer screening process and adequate training Volunteers will assist with:

- **Discarding:** Stamp discarded library materials with official discard stamp.
 - Skills needed: Manual dexterity; accuracy; ability to stand for periods of time.
- **Sorting:** Sort stacks of miscellaneous books by subject.
 - Skills needed: Ability to analyze subject content of books and make decisions about appropriate shelving area; ability to stand for periods of time.
- **Shelving:** Shelf materials by category. The Dewey Decimal system is not used in this setting, except as a loose guide.
 - Skills needed: Accuracy and a desire to maintain order; ability to reach, to bend, and to carry books or to push heavy book carts.
- **Clerking:** Tally and bag customers' selection at scheduled book sales.
 - Skills needed: Ability to add and multiply accurately and quickly; ability to stand and to lift books; ability to interact in a pleasant and positive way with customers; willingness to "roam" the stacks to provide assistance as needed; reshelve books when customers change their minds.
- **Cashiering:** *Select volunteers are invited and trained to be a cashier by the Bookstore Coordinator.* Once trained, cashiers enter purchase amounts into cash register and make change, as well as process purchases made by credit card and personal check.
 - Skills needed: Manual dexterity, ability to work quickly with numbers, accuracy, ability to consistently apply procedures for purchases, ability to interact in a pleasant and positive manner with customers.

Time Commitment & Scheduling:

Volunteer work sessions are held on most Monday, Wednesday, and Saturday mornings and Thursday afternoons and evenings. The number of days and amount of time you work is up to you. Many volunteers choose one 4-hour work session a week; others work more.

Volunteer Qualifications, Skills & Abilities:

Indy Library Store Volunteers need to possess the skills and physical ability to perform the tasks listed. Upon completion of training and a reasonable time on task, volunteers must be able to retain procedures and processes and perform tasks independently with limited supervision.

While on duty, volunteers serve as representatives of The Indianapolis Public Library and, to this end, must present and conduct themselves in a positive, friendly, helpful manner to the general public, fellow volunteers and staff.

This role has occasional exposure to dirt, dust, and mold. Visual and physical abilities are necessary to retrieve materials from tables, to lift, carry, push, and pull carts. Heavy items are to be handled by library staff only. Tasks are performed while standing and walking on a concrete floor.

Volunteer Requirements: Indy Library Store Volunteers must:

- Meet the qualifications, skills and abilities listed above.
- Successfully complete a volunteer screening process which includes:
 - Volunteer Application
 - Volunteer interview
 - Limited Criminal History Check
- Agree to abide by Library and program guidelines as outlined in the Volunteer Handbook.

Volunteer Supervision: A Library staff member will be identified as the Indy Library Store Volunteer supervisor. This supervisor will be responsible for scheduling volunteers, initiating and monitoring the volunteer training process, and problem solving any issues or concerns volunteers may have. Any Library staff member present is available to answer questions or provide program support on a day-to-day basis.

Volunteer Training: Volunteers will be provided an orientation and on-the-job training for the tasks involved.

Personal Appearance / Dress Code: As a representative of The Indianapolis Public Library, we request volunteers report to their volunteer assignment well-groomed and appropriately attired. The Volunteer Supervisor will provide specific dress code requirements during orientation.

IndyPL Mission: The Indianapolis Public Library enriches lives and builds communities through lifelong learning.

IndyPL Vision: To be a Center of Knowledge, Community Life and Innovation for Indianapolis.

Inquiries: For more information about this Indianapolis Public Library volunteer program, please contact the Indy Library Store Coordinator at 317-275-4404. Thank you for your interest.