

BOOK PLACE COORDINATOR DUTIES

Coordinates with volunteers to assure donation bins are emptied every day the library is open and the donations are appropriately stored for Monday sorts.

Work with volunteers to assure the Book Place is attractive, well organized, and stocked with the best books available.

Works with volunteers to develop and maintain the policies and procedures of Friends of the Lacey Library for daily donation collections and Book Place stocking.

Attends Friends of the Lacey Library board meetings to report on sales and operations.

This person is the central point of contact for Book Place volunteers and has a number of related duties:

- Recruit volunteers and maintain daily rosters and volunteer contact information

- Make sure there are enough volunteers present each day to accomplish the daily tasks

- Conduct training as needed

- Advise volunteers of any changes that will affect their access to the library