

Friends of Lacey Library
Job Description for Book Sort Coordinator

The main responsibilities of the Book Sort Coordinator:

Book Sort Procedures:

1. Keep a current list of procedures available for the new volunteers, including updates as needed.
2. Make sure 'genre' signs are up and ready for boxing.
3. Make sure the 'Label Notebook' is out on the table for labeling the boxes as needed.
4. Keep current dates for newer book prices on the white board.
5. Provide stickers on the table for pricing purposes.
6. Oversee the 'genre' tables: look for newer dates that need to be priced differently, look for books that can be used for the Book Place and Hawks Prairie locations, make sure books are placed in the right genre, make sure books are in good condition, look for books that are possibly of higher value, and offer guidance where needed for new volunteer in these procedures. Appoint certain volunteers to oversee as well.
7. Make sure 'boxing' procedures are being followed. Appoint certain volunteers to oversee boxing.
8. Make sure books that belong in the back room get placed in the right places, and the overflow from these books are boxed for storage when applicable.
9. Put supplies away in the office/closet after the sort.
10. Do a 'walk through' at the end of the sort.

Volunteers:

1. Acknowledge new members to the FOLL organization that are interested in volunteering for the weekly Book Sorts with a 'welcome letter' highlighting the general format of a Book Sort.
2. Provide an up to date list of procedures for new volunteers.
3. Pair the new volunteer with a 'mentor volunteer' to walk through the procedures, the first time.
4. Be available to answer questions and clarify book sort procedures, as well as offer encouragement for returning volunteers as needed.
5. Plan training events that highlight specific Book Sort Procedures, as needed.
6. Plan 2 Volunteer Appreciation events per year: An informal appreciation with refreshments in the winter; and the annual potluck picnic/business meeting in July.

Book Sort/Sales Team

1. Member of the board
2. Attend board meetings
3. Attend informal meetings as necessary
4. Be an active participant in book sales
5. Be available to help the team members whenever the need arises
6. Be available to help on FOLL events as needed