



Portage Public Library
Volunteer Job Description
Friends Donation Sorting Assistant

General Purpose: To assist Booksale Committee Chair Person and other booksale workers by request in sorting and organizing Booksale donations materials that are desirable for purchase by patrons.

Duties: Volunteers would follow the lead of Booksale Committee Chair Person and other booksale workers in sorting donations collected. Help in determining the salability of materials, based on condition, age and topic, under Booksale Committee Chair Person oversight. Sort items into formats and subjects: fiction by author's last name and nonfiction by topic. Bending, lifting and carrying involved. Must be able to lift up to 12 pounds.

Time Required: Donations are sorted at least monthly or with greater frequency, depending on volume of donations received. Individuals would be asked to assist by request.

Training Required: Training will include organizing materials by subject.

Travel Required: None required.

Supervisor: Booksale Committee Chair Person

6/24/2020