



**Portage Public Library  
Volunteer Job Description  
Friends Sales Clerk**

**General Purpose:** To provide support for Friends-sponsored book sales.

**Duties:** Volunteers are needed to set up and take down tables for book sale. Books are placed on these tables by subjects. Posting and distributing promotional signage is needed before the book sale begins.

**Time Required:** Sales are held 2-4 times per year. Shifts for book sale are divided into two hour shifts.

**Training Required:** Training will include making change from cash box, organizing materials by subject, providing receipts, encouraging sign-up for Friends membership and collecting donations.

**Travel Required:** None required.

**Supervisor: Friends Board, Book Sale Supervisor**

**6/22/2020**