

Oceanside Public Library
Volunteer Job Description

Friends Bookstore Clerk

Purpose: To provide sales and customer service support at the Friends' used bookstores.

Qualifications: Enjoy reading and working with the public. Ability to handle money, work independently, and follow written and oral instructions. Should be punctual and dependable.

Responsibilities: Assisting customers in the purchase of materials. Making change, tallying sales on paper, and straightening and maintaining the neatness of the store. Representing the Library and the Friends in a positive light to the community and encouraging Friends membership sales.

Training Provided: Store policies and procedures will be shared during a one-on-one training with each volunteer. Additional information will be shared through monthly newsletters and posted messages at the stores.

Time Commitment: Four hours per month. Volunteers are asked to work 2 ½ hour shifts, and may commit to multiple shifts if desired.

Length of Commitment: Minimum six month commitment requested.

Responsible to: Joan Grether, Civic Center Bookstore Coordinator
Stephanie Cannon, Mission Branch bookstore Coordinator

Contact: Cheri Noel, Volunteer Coordinator, 760-435-5564