



31 Mount St. Mary's Way
Hooksett, NH 03106
www.hooksetlibrary.org

Volunteer Position Description

- Position Title:** Book Sale Sorting Volunteer
- Purpose:** Assist Technical Services Department with book sale sorting.
- Responsibilities:** Assists Information & Technical Services Specialist with library sorting of book sale materials.
- Reports to:** Information & Technical Services Specialist
- Length of Appointment:** This volunteer position is ongoing. Agreement shall be reviewed and signed annually in May of each year.
- Time Commitment:** The Hooksett Book Sale Volunteer position requires 1 - 3 hours per week.
- Qualifications:** Eligible candidates include adults over the age of 18 who meet the organization's minimum criteria for a criminal background check.
- Ability to sort materials alphabetically and categorically, distinguishing subject area content and fiction from non-fiction materials.
- Ability to lift and move boxes of books up to 20-30 pounds.
- Training Provided:** Orientation session for library.
- Overview of book sale sorting system.