

POSITION: 2019 Library Annual Booksale

Purpose of Position:	Volunteers are needed at the San Mateo Public Library to assist with our popular Friends of the Library Annual Booksale . This volunteer opportunity is available from September 19 through September 24 at the Main Library on 55 W. Third Avenue, San Mateo, 94402
Qualifications:	<ul style="list-style-type: none"> • Ages 14 and up (Tweens may be accompanied by an adult) • Enjoys interacting with people • Good communication skills • Ability to take directions • Ability to work independently • Good organization and detail orientation skills
Responsibilities:	<ul style="list-style-type: none"> • Assist with setup and takedown • Assist with moving books • Organizing and/or replenishing tables • Tallying • Area monitoring • Gate counting
Training:	<ul style="list-style-type: none"> • Training will be conducted prior to the assignments
Time Commitment:	<ul style="list-style-type: none"> • Various shifts and dates available. Please see volunteer scheduler link to sign up for shifts.
Length of Commitment:	Volunteers will be needed from Thursday, September 19 through Tuesday, September 24 . Please sign up for dates and times that work best for you.
Site/Station:	Positions are available at the San Mateo Main Branch on 55 W. Third Avenue, San Mateo
Reports to:	Friends of the Library Team and/or Volunteer Coordinator
Contact Person:	Marcia Mendonca, Library Volunteer Coordinator - T: 650-522-7821 E: mmendonca@cityofsanmateo.org
Apply Online:	Interested? Apply today at https://www.volgistics.com/ex/portal.dll/ap?ap=84009296 and choose your shifts at https://volunteersignup.org/ELAYX



Donna Divodi, Citywide Volunteer Coordinator
Phone: (650) 522-7277
Email: ddivodi@cityofsanmateo.org