**POSITION:** Friends of the Library Book Sale  
**MORE Volunteer Opportunities**

**Purpose of Position:** Love books and music? Help sort the many books and other media that are donated daily at the San Mateo Public Library. Learn to prepare these materials for sale by selecting, pricing and attractively displaying them in the Friends Book Sale Area. Work with visitors and shoppers in the sale area or community outreach selecting and distributing free books to schools, senior centers, senior care facilities and housing.

**Qualifications:**
- Retail business managing skills a plus
- Customer friendly attitude; enjoys working with the public and FOL Team members
- Able to maintain a consistent volunteer schedule
- Pays attention to details
- Manage time effectively
- Ability to work efficiently with minimal guidance and supervision
- Ability to lift light loads, bend and stoop, when sorting CDs and DVDs
- **New Openings:** Sales Area Aide, Community Outreach Delivery

**Responsibilities:**
- Receive materials by unloading boxes and carts of books, CD’s and DVD’s
- Sort books into assigned categories
- Replenish sales area displays
- Maintain quality results by following standards and procedures
- Perform other tasks as requested
- Assist in the large Annual 3-Day Fall Book Sale Event

**Training:**
Orientation to the Library, Interview and On-the-Job Training  
Specific training information provided by a Friend’s Lead Volunteer

**Time Commitment:**
2 - 3 hours per day, 1 – 2 shifts per week

**Available Shifts:**
Flexible hours may be available

**Length of Commitment:**
Six months service commitment required

**Site/Station:**
San Mateo Main Library/Friends Work Room & Display Area on 1st Floor

**Reports to:**
Friends of the Library Volunteer Trainer

**Apply Online:**
Interested? Complete your online [Library Volunteer Application](#) today. In the Assignment Preference section CHOOSE from the pull down menu. [Friends Book Sale & Donation Support](#).

**Questions? Contact us:**
Phone: (650) 522-7277  
Email: VolunteerSource@cityofsanmateo.org

[www.cityofsanmateo.org/volunteer](www.cityofsanmateo.org/volunteer)