

**KENT MEMORIAL LIBRARY, KENT**  
**BOOK SALE, GENERAL MANAGER**  
(Part time, seasonal, no benefits)

**GENERAL DESCRIPTION OF DUTIES:** This position is responsible for making certain that all personnel and materials are in place to operate the Kent Memorial Library's book sale each weekend; working with volunteers to ensure the smooth operation of the sale. The Book Sale is the major fundraiser for the library. The manager determines openings and closings based on weather conditions; consulting with committee members as needed. The position is part time, **20+ hours each week, from late May until October 31** working Fridays 11:30- 5:30 (6) thru Labor Day, Saturdays 9:30-5:30 (8), Sundays initially 11:30-5:30 (6), then changing to 10:30-5:30 from July-Labor Day, Thursday (11:30-5:30) during August Sidewalk Sales Days, Monday holidays 9:30-5:30 (8) such as Memorial Day, Independence Day, Labor Day and Columbus Day, plus some hours during the week doing telephone work from home. There may also be a need for one or two meetings during the winter to prepare for the spring opening. If two candidates show interest in job sharing the position, the hours and duties can be split accordingly.

**DUTIES AND RESPONSIBILITIES:** (essential)

1. Coordinates the timing of opening and closing based on weather conditions either alone or with the Book Sale Committee.
2. Manages the opening, closing, and daily routines of the sale each day being on site ½ hour prior to opening and the last to leave once tarps are secured and closing procedures are completed.
3. Oversees tarpers and cashiers, ice and water cooler stocking, cash box set up and close out.
4. Brings boxes of books from the firehouse to replace stock on tables.
5. Puts signs in place and maintains the order and neatness of the sale.
6. Schedules, trains and manages the volunteers, assuring that all positions are filled each weekend.
7. Serves as the contact person for volunteers, taking cancellations and finding replacements as needed.
8. Performs a telephone reminder to volunteers (cashiers and tarpers) before each weekend.
9. Keeps an up-to-date volunteer contact list and book sale procedures notebook at the circulation desk.

**DUTIES AND RESPONSIBILITIES:** (secondary)

1. Coordinates and assists in initial set up and breakdown of tables and display at start and end of sale.
2. Assists in accepting donations during sale hours.
3. May assist with standard book sale activities such as breakdown of cardboard, pricing of books, purchasing supplies, repairing and making replacement tarps.
4. If book sale is forced to close for weather, may work with volunteers pricing books.
5. Communicates and works with the infrastructure supervisor and key volunteers over the winter to insure off-season tasks are accomplished.

**MINIMUM QUALIFICATIONS:**

Knowledge/Skills/Abilities: Must be reliable and dependable with strong organizational skills. Excellent diplomacy required working with volunteers, board members and customers. Ability to listen and work as a team with the book sale committee members in making decisions. Sufficient math ability to tally and secure cash each day and prepare cash box for next day usage. Able to work well under pressure. Position requires being on one's feet for long periods of time. Ability to lift and carry boxes of books weighing up to 25 pounds up and down stairs required. Must be able to drive, see, write and use a telephone and e-mail to communicate effectively with others. Basic computer skills necessary. The library reserves the right to perform a background check of candidates for this position as management of significant sums of cash is involved. By completing and submitting an application for this position, you are consenting to such a background search and agree to provide such information as the library may reasonably request in connection with it. Education: high school diploma or equivalent required. College degree preferred.

**Supervision Received:** under the direct supervision of the Library Director.

Revised February 2016