

Mammoth Sale Volunteer

Organization: Friends of the Ottawa Public Library Association

Commitment: Long term 6 months to a year

Availability: Saturdays

Language Preference: Bilingual

Number of Positions Available: 4

Location: Ottawa - Central

Deadline: Until filled



Friends of the Ottawa
Public Library Association

L'Association des amis de la
Bibliothèque publique d'Ottawa

Description

The Friends of the Ottawa Public Library Association (FOPLA) requires volunteers to assist with operations at their distribution facility, located at the James Bartleman Archives and Library Materials Centre, 100 Tallwood Drive in Nepean.

Mammoth Sale volunteers, which take place one Saturday a month from 10 a.m. to 2 p.m., will be responsible for moving and arranging heavy boxes of used books for sale, helping to tear down and clean up after monthly Mammoth used book sales.

Language: English proficiency required. Bilingual (French) preferred, other languages are an asset.

Skills Required: Knowledge of books and customer service skills. **Must be able to lift up to 60 lbs;** must be friendly and courteous with the public; must have the ability to follow instructions and guidance and work effectively under pressure; must have the ability to make change. A Police record check will be required as volunteers in this role will be handling cash.

Time Requirement: One Saturday per month. Approximately two hours at the start of the sale day for setup; customer service and assistance during the sale; cleanup and tear-down after the sale (approx. 5 hours once a month).

We thank all applicants for their interest, but please note that only those selected for an interview will be contacted.

Contact

613-580-2424 x14383

info@fopla-aabpo.ca

Volunteer Opportunity Address

100 Tallwood Drive
Ottawa, ON K2G 4R7

Details

Good for people interested in: Fundraising; Event planning & participation; Library; Retail

You will be working with: Aboriginals (First Nation, Metis, Inuit); Visible Minorities or New Canadians; LGBTTTQ; Men; Youth (16-18 years); Women; Youth (19-24 years)

How will this volunteer opportunity benefit you?

The benefits of volunteering with FOPLA include:

- A sense of satisfaction and pride knowing that you've contributed to enriching the services of the Ottawa Public Library through fundraising for programs and resources.
- Meeting and networking with a variety of people, including members of the public, Board Members, and other volunteers from a variety of walks of life.
- Learning about material management of books, sales, and distribution to the 25+ FOPLA stores within OPL branches throughout the city.

How will the organization benefit?

Volunteers enable FOPLA to carry out our mission of raising funds to donate to the Ottawa Public Library, which allows them to offer additional programming and purchase items that would not otherwise be feasible within their annual budget. Our volunteers sort, shelve, and sell books, but also help our bookstores run smoothly by serving on local committees as Managers or Treasurers, or forming our Board of Directors to carry out special projects that help us grow and evolve.

Organization category: Culture and recreation

Time it will take to contact applicants: 1-2 weeks

Public transportation available: Yes

Police record check required: Yes



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