

## Distribution Facility Volunteer (Mondays)

**Organization:** Friends of the Ottawa Public Library Association

**Commitment:** Long term 6 months to a year

**Availability:** Mondays (Shifts between 10AM – 4PM)

**Language Preference:** English; Bilingual is an asset

**Number of Positions Available:** 3

**Location:** Ottawa - Central

**Deadline:** Until filled



Friends of the Ottawa  
Public Library Association

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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 central Distribution Facility, located at the James Bartleman Archives and Library Materials Centre, 100 Tallwood Drive in Nepean.

Distribution Facility volunteers will be responsible for moving and arranging heavy boxes of books (up to 60lbs), book sorting, scanning, shelving, answering telephone calls, assisting and meeting with the public, handling donations and sales, preparing boxes for shipment, and accepting donations of books. Volunteers may also assist with FOPLA's monthly Mammoth used book sale, which occurs one Saturday a month.

**Language:** English proficiency required. Bilingual (French) is 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:** Minimum 3 hours/week. Hours are between 10AM and 4PM on Mondays

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

## Contact

613-580-2424

Ext: 14383

[info@fopla-aabpo.ca](mailto:info@fopla-aabpo.ca)

### Volunteer Opportunity Address

100 Tallwood Drive

Ottawa, ON K2G 4R7

## Details

**Good for people interested in:** Library; Administration/Office; Retail; Transportation of goods

**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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