

## The Friends' Bookshop Volunteer (Main Branch)

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

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

**Availability:** Monday-Friday, Saturday, Sunday

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

**Number of Positions Available:** 2-3

**Location:** Ottawa - Centre

**Deadline:** Until filled



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L'Association des amis de la  
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### Description

The Friends of the Ottawa Public Library Association (FOPLA) require volunteers to assist with upcoming operations at The Friends' Bookshop on the ground level of the Main Branch of the Ottawa Public Library.

As a volunteer you will serve customers by selling books, handle the cash register, and make daily deposits. Duties will also involve receiving donations of used books, and sorting and shelving used books. All volunteers will be trained on these procedures.

The bookstore will be manned from 10:30AM-2PM on Monday-Fridays, 10AM-2PM on Saturdays, and 1PM-5PM on Sundays (excluding the summer months). The bookstore will remain open on a self-serve basis for all other opening hours of the Main Branch.

**Language:** English proficiency required. Bilingualism is an asset.

**Skills Required:** Knowledge of books and customer service skills; 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; must be able to lift and sort books.

**Time Requirement:** 3 hours per week

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

## Volunteer Opportunity Address

120 Metcalfe Street (Main Branch, Ottawa Public Library)  
Ottawa, ON K1P 5M2

## Details

**Good for people interested in:** Fundraising; Library; Retail

**You will be working with:** Aboriginals (First Nation, Metis, Inuit); Visible Minorities or New Canadians; LGBTTQ; 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 as Managers or Treasurers, or assisting 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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