



Friends of the Ottawa
Public Library Association

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

Distribution Facility Volunteer

Organization: Friends of the Ottawa Public Library Association

Required Hours: 4 hours per week minimum

Availability: Monday-Friday between 10AM-4PM; Saturday between 10AM-2PM

Language: English proficiency required; bilingual is an asset

Location: 100 Tallwood Drive, Ottawa, ON K2G 4R7

Description

The Friends of the Ottawa Public Library Association (FOPLA) requires volunteers to assist with operations at their used book Distribution Facility, located at the James Bartleman Archives and Library Materials Centre in Nepean.

Distribution Facility volunteers will be responsible for moving and arranging boxes/carts of books (up to 30lbs), sorting, scanning, packing, and shelving books, preparing boxes of books for shipment, accepting donations of books, answering telephone calls, assisting members of the public, and handling sales.

Required Skills: Must be able to move/lift up to 30 lbs; knowledge of books; must be friendly and courteous with the public; must have the ability to follow instructions and work effectively under pressure; must have the ability to make change. A Police record check may be required as volunteers in this role could be handling cash.

Volunteers are required to provide their own transportation to their volunteer location.

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

Contact

613-580-2424 x14383

info@fopla-aabpo.ca

www.fopla-aabpo.ca