



Friends of the Ottawa  
Public Library Association

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

## Book Sorter & Stocker

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

**Required Hours:** 3 hours per week minimum

**Availability:** Shifts to be determined with Bookstore Coordinator. Library opening hours are: Monday-Thursday 10AM-8:30PM; Friday 1PM-6PM; Saturday 10AM-5PM

**Language:** English proficiency required; bilingual is an asset

**Location:** 1547 Merivale Road, Ottawa, ON K2G 4V3

### Description

The Friends of the Ottawa Public Library Association (FOPLA) requires volunteers to assist with operations of their used bookstore at the Emerald Plaza Branch of the Ottawa Public Library. The bookstore is self-serve, meaning books are stocked by our volunteers, and customers pay for their purchases at the Library Circulation Desk.

Volunteers in this role will be primarily responsible for receiving, sorting, and shelving donations of used books. Bookstore inventory must be kept current and fresh, so organization and inventory management are required. Volunteers may also be required to answer customer inquiries and interact with library staff as needed.

**Required Skills:** Must be able to move/lift up to 30 lbs of books; 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 good organizational skills.

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

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