



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: Monday-Thursday between 10AM-8:30PM; Friday between 1PM-6PM; Saturday between 10AM-5PM; Sunday between 1PM-5PM

Language: English proficiency required; bilingual is an asset

Location: 100 Malvern Drive, Ottawa, ON K2J 2G5

Description

The Friends of the Ottawa Public Library Association (FOPLA) requires volunteers to assist with operations of their used bookstore at the Ruth E. Dickinson 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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www.fopla-aabpo.ca