

Bookstore Coordinator (Ruth E. Dickinson Branch)



Friends of the Ottawa
Public Library Association

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

Organization: Friends of the Ottawa Public Library Association

Required Hours: 5 hours per week minimum; 2 meetings annually

Availability: Varied hours; Weekdays, Weekends

Language: English proficiency required; bilingual is an asset

Location: 100 Malvern Drive, Ottawa, ON K2J 2G5. Meetings may be held at alternate locations.

Description

The Friends of the Ottawa Public Library Association (FOPLA) are seeking an enthusiastic volunteer to accept the role of Bookstore Coordinator at their used bookstore at the Ruth E. Dickinson Branch of the Ottawa Public Library.

FOPLA's used bookstore at this busy branch of the Ottawa Public Library has a dedicated clientele that enjoy browsing new titles every week. The bookstore is self-serve, meaning books are sorted and stocked by our volunteers, and customers pay for their items at the Library Circulation Desk.

The Bookstore Coordinator will oversee the general operations of the used bookstore by training new volunteers as needed, coordinating volunteer schedules, organizing sales and promotion events, performing inventory management, and reporting monthly financials to the bookstore's Regional Coordinator. Training will be provided for all of these tasks.

This is a wonderful opportunity for a volunteer who would enjoy taking ownership of a small philanthropic project, as proceeds from the used bookstore help support the Ottawa Public Library.

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, volunteers, and library staff; must have the ability to follow instructions and work effectively under pressure; must have good organizational skills; must have access to email; must have access to transportation to volunteer location; retail or merchandising experience would be an asset.

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