

## **Job Description for Used Book Program Assistant – (20 hours a week)**

The Used Book Program at the Denver Public Library Friends Foundation (DPLFF) is booming! We receive nearly 3,000,000 book and media donations a year from members of the community and the Denver Public Library collection. We need help with heavy lifting, organizing, and uploading books to sell online. We also need help in our bookshop and in book sorting.

We resell our books online, at two annual multi-day sale events, in our Red Chair Bookshop at Central Library and at auction. The Program Assistant will provide both administrative and book moving support. Persons interested in this position must be able to lift up to 45 lbs. This is a great, part-time position for a person looking to learn a new trade. This role is an important part of a social enterprise dedicated to the Denver Public Library.

### **General Duties:**

- Labeling and setting up boxes for volunteer sorters.
- Receive donations from customers' cars and move boxes to the sorting space.
- Warehouse cleaning and organizing
- Moving donations and large stacks of books using a pallet mover or carts (will train).
- Supporting and managing volunteers.

### **Book Sale Related Duties:**

- Packing and sending Amazon orders.
- Uploading books to Amazon for sale with accuracy.
- Sorting books by condition, value and subject.
- Cashier and customer service in the bookshop.
- Providing event support (moving book boxes and volunteer training) during twice annual book sales

### **Skills Required:**

- Must be able to use Microsoft Office products with ease
- Must be able to lift up to 45 lbs. several times a day.
- Must be able to stand or sit for 30 minutes at a time.
- Experience with data entry
- Accurate and fluid typing skills
- Open to learning the book resale trade
- Good with people and at ease in busy, fast-paced environments

### **Skills Desired:**

- Some experience in a retail sales environment
- Some experience working in an office environment or library
- Able to troubleshoot technological needs as they arise
- Competent using the internet for research
- Savvy at troubleshooting computer hardware issues
- Strong customer service sense
- Experience working with volunteers

**How to Apply:**

Send a one-page resume, a letter of interest, and three references to Gretchen Roberts, Director of Philanthropy – Marketing, Events and Book Sales at [groberts@denverlibrary.org](mailto:groberts@denverlibrary.org).

**Organization Overview:**

The Denver Public Library Friends Foundation is the supporting foundation for Denver Public Library. Denver Public Library's mission is to connect people with information, ideas and experiences to provide enjoyment, enrich lives and strengthen our community. Denver Public Library (Library) has a budget of over \$45 million, 26 branches, and employs over 750 staff. The Library has over 4 million in-person visits annually, making it the most visited cultural attraction in Denver. The mission of the Denver Public Library Friends Foundation (Foundation) is to enrich our community by building support and raising money to enhance the Library's programs and services. The Friends Foundation has approximately \$10 million in assets, a \$2 million annual budget, employs 7 staff (including this position), and utilizes numerous volunteers. Key Foundation activities include: fundraising, membership, book sales, events, endowment management and distribution, and advocacy. The Foundation is a 501(c)(3) organization which traces its roots to 1940, and is governed by a 24-member Board of Trustees.