

Forget-Me-Not Books Volunteer Position Descriptions

All bookstore volunteers must be organized, detail oriented, reliable, able to problem solve, able to follow instructions and ask questions, able to get along with a diverse group of people, and able to grip and lift at least 10lbs

- **Section Adopter**

- Position Duties
 - Maintain a tidy and appealing section in the bookstore
 - Maintain a tidy section in the back stock area
- Preferred Skills
 - Ability to alphabetize
- Required Commitment
 - Minimum of 1hr/wk attending to section needs for 6 months

- **Cashier**

- Position Duties
 - Staff the store by cashiering & assisting customers and LCA patrons
- Preferred Skills
 - Familiarity with books
 - Familiarity with cashiering
- Required Commitment
 - Minimum of 4hrs/month for 6 months

- **Merchandise Preparation Tech.**

- Position Duties
 - Prepare merchandise for the store and/or Book Recycling Program
- Preferred Skills
 - Ability to distinguish fiction and non-fiction works
- Required Commitment

- Minimum of 1hr/week for 6 months

- **Short Term Volunteer**

- Limited to 2 total at any given time
- Position Duties
 - LCA maintenance and/or cleaning
 - Tidying throughout the bookstore
 - Odd jobs as needed
- Requirements
 - Set schedule for duration of volunteer period

- **Limited Additional Positions**

- Fiction Author's List Caretaker
- Book Request List Caller
- Window Display Stager
- Kids Book Sorter