

BOOK SALE VOLUNTEER JOB DESCRIPTIONS 2021

Job Title

Annual Book Sale Sorters for Adult Books

Location

Barn at Jed's Place, 2519 Rt. 30, North Rupert

Length of Appointment

Year to year

Time Commitment

Sorting two hours per week in warm weather, April through July, September through October, flexible schedule. In addition, a few hours setting up books before the Annual Book Sale and grooming tables during the sale, held the last weekend in July.

Job Description/Special Requirements

Sort book donations into approximately 30 different subject categories. Ability to lift and move book boxes of 25-40 pounds, most far lighter than 40 pounds. Adult and children's book sorters together prepare at least 800 boxes of books for the Annual Book Sale held the last Saturday and Sunday in July. Sorters also help with Book Sale set up after movers deliver boxes to Mettawee Community School a couple days before sale begins. During the sale, sorters groom tables to keep them full and orderly.

Benefits

Meet fellow book lovers in the community. First chance to purchase interesting books. Refreshments at the barn sometimes, plus pizza party at Annual Book Sale and volunteer party in August or September.

Support Provided

Training provided for book categories and packing boxes. Friendly group of volunteers.

Contact

Jed Rubin jedrub@aol.com

Job Title

Annual Book Sale Sorters **for Children's Books**

Location

Barn at Jed's Place, 2519 Rt. 30, North Rupert

Length of Appointment

Year to year

Time Commitment

Sorting two hours per week in warm weather, April through July, September through October, flexible schedule. In addition to sorting, a few hours setting up books before the Annual Book Sale and grooming tables during the sale, held the last weekend in July.

Job Description/Special Requirements

Parents of young children and others with familiarity with children's books are encouraged to volunteer to sort children's book donations into several categories. Ability to lift and move book boxes of 25-40 pounds, most far lighter than 40 pounds. Adult and children's book sorters together prepare at least 800 boxes of books for the Annual Book Sale held the last Saturday and Sunday in July. Sorters also help with Book Sale set up after movers deliver boxes to Mettawee Community School a couple days before sale begins. During the sale, sorters groom tables to keep them full and orderly.

Benefits

Meet fellow book lovers in the community. First chance to purchase interesting books. Refreshments at the barn sometimes, plus pizza party at Annual Book Sale and volunteer party in August or September.

Support Provided

Training provided for book categories and packing boxes. Friendly group of volunteers willing to help new sorters.

Contact

Jed Rubin jedrub@aol.com

Job Title

Annual Book Sale Drivers and Movers

Location

Barn at Jed's Place, 2519 Rt. 30, North Rupert to Mettawee Community School in West Pawlet

Length of Appointment

Year to year

Time Commitment

5:00 p.m.-8:00 p.m., Wed., July 21, 2021

Job Description/Special Requirements

Strong volunteers needed to move 800 boxes of books from Jed's barn to Mettawee Community School for Annual Book Sale. Must supply truck/dolly to transport to load boxes at sorting barn and unload at the school.

Benefits

The Library Board provides pizza and drinks.

Support Provided

Sort center crew is highly organized at both ends and will provide instructions for pick up and drop off.

Contact

Mary Lou Willits PawletPub@gmail.com or 802-325-3123

Job Title

Annual Book Sale Set up and Groomers

Location

Mettawee Community School

Length of Appointment

Year to year

Time Commitment

One to three days: Thursday, July 22; Saturday, July 24; Sunday, July 25, 2021

Job Description/Special Requirements

Thursday prior to sale, unpacking 800 boxes of books onto tables and setting up displays. During sale on Saturday and Sunday, grooming as needed as books sell, including unpacking more boxes to replenish tables. Reorganizing books as needed.

Benefits

The Library Board provides lunch and drinks for Thursday set up. First chance to buy books before the Book Sale opens to the public.

Support Provided

Highly organized and experienced crew will provide directions.

Contact

Mary Lou Willits PawletPub@gmail.com or 802-325-3123

Job Title

Annual Book Sale Cashiers

Location

Mettawee Community School

Length of Appointment

Year to year

Time Commitment

Saturday and/or Sunday, July 24-25, 2021

Job Description/Special Requirements

Take cash, check and credit card payments from book purchasers. Multiple cashier locations require a total of 9 cashiers on the floor each day. Tables and supplies provided.

Benefits

Meet happy book lovers and browse the sale during your breaks.

Support Provided

Work with experienced cashiers who will give directions. Roving cashiers provide for breaks. The Sales Treasurer collects cash boxes at the end of each day.

Contact

Mary Lou Willits PawletPub@gmail.com or 802-325-3123

Job Title

Annual Book Sale Sunday Breakdown and Cleanup

Location

Mettawee Community School

Length of Appointment

Year to year

Time Commitment

3 hours on Sunday, July 25, 2021

Job Description/Special Requirements

At the end of sale at 3:00 p.m. box up all remaining unsold books and move boxes to the side of the auditorium. Take down all Pawlet Library folding tables and stack them near the auditorium exit door. Need packers and others with strong backs to move the boxes.

Benefits

You will be part of a community all-volunteer-run super fundraising event to benefit the Pawlet Library. The hardworking Book Sale crew will be so appreciative to have your energy at the end of the sale.

Support Provided

Experienced Book Sale crew will give you a quick lesson in packing boxes.

Contact

Mary Lou Willits PawletPub@gmail.com or 802-325-3123

Job Title

Monday Morning Exit Crew

Location

Mettawee Community School

Length of Appointment

Year to year

Time Commitment

3-4 hours on Monday morning, July 26

Job Description/Special Requirements

Need six strong people to load boxes of unsold books into the Discover Books truck; clean auditorium floor, break down remaining empty boxes and take to recycle bins. Truck/dolly helpful but not required.

Benefits

Library will provide breakfast muffins.

Support Provided

Much clapping and cheering.

Contact

Mary Lou Willits PawletPub@gmail.com or 802-325-3123