

Online Book Sales Team Members Needed

Online Book Sales Volunteers work on a small team of other volunteers to list and sell books online using Amazon and eBay. Training and guidance will be provided.

Specific Components

- Research comparable books using volunteer's personal computer or Library public computer.
- Determine if book is a good candidate for online sale.
- Determine appropriate asking price based on comparable books for sale.
- Clean, prepare, and evaluate need for repair for best sales presentation.
- Write book descriptions when necessary (if there is not a comparable book already listed).
- When a book is sold, package and ship within a day or two via in-house mail or Post Office.

General Skills

- Computer proficient.
- Online sales experience a plus.
- Capable of communication via email, text messaging, Google Docs.
- Work with minimal supervision under strict shipping deadlines.

Requirements and Commitments

- Must be at least 18 years old.
- Available for orientation/training.
- Available approximately 5-10 hours per week. Occasionally more in busy periods.
- Proximity to Camarillo Library and Post Office a plus.
- Minimum one-year commitment.
- Be a member of Friends of the Camarillo Library (dues are only \$15 a year).

If you are interested, go to **www.friendscamarillolibrary.org** and print out a copy of the *Friends of the Camarillo Library Volunteer Application Form* (find it under Support Us, Volunteer, Bullet #1.)

Mail the completed form to FOCL, 4101 Las Posas Road, Camarillo, CA 93010, or scan it and email it to admin@friendscamarillolibrary.org.