



## Friends of the Camarillo Library

# VOLUNTEER APPLICATION

The Friends of the Camarillo Library is a non-profit all volunteer group operating a bookstore in the Camarillo Library courtyard. The Bookstore sells gently used books, magazines, audio and video materials that are donated primarily by the local community. Proceeds are given to the library for book and material purchases and special programs.

The Friends Bookstore is located adjacent to the Library at 4101 Las Posas Road, Camarillo, CA 93010. Our main number is 805-388-5585. Currently, we are open to the public 5 days a week (Tuesday, Wednesday, Thursday, Friday and Saturday). We are closed Sundays and major holidays. The workroom is staffed Monday – Saturday 10-4 pm.

To maintain this Bookstore schedule requires a substantial number of volunteers. In any given month, over a hundred people may donate their time to carry out one or more of the tasks necessary to keep the Bookstore operating. Standard volunteer work shifts are 3 hours long 10 - 1 pm or 1 - 4 pm. Some volunteers opt to work an earlier or a longer shift when space is available. At times there may be a shift from 4 -7 pm. Sundays are for special projects.

Please read the basic job descriptions below to see what positions you think would be a good fit for you. Some jobs become available more often than others. We are always accepting applications. If there are no immediate openings to fit your schedule, areas of interest, or physical abilities, your application will be kept on file.

If you are interested in volunteering in a non-Bookstore capacity, such as event planning, community outreach, social media posts, fundraising, online book sales, web support, Friends Board, etc., mark the applicable spaces in the Special Skills/Experience section, and describe your interests in the Comments area.

## Basic Bookstore Job Descriptions

- \* **New volunteers will be trained for the position(s) to which they are assigned \***
- \* **Please detach these Job Descriptions from the Application and keep them for future reference \***

**Book Sales and Cashiering:** Greet incoming customers, answer the telephone, operate the cash register to ring up sales and make change, bag purchases, and accept customer book donations. Assist customers by explaining how the store is laid out, and where to find the type of book they want. Keep abreast of bookstore business policies and Friends newsletter articles. Answer questions about the organization and its activities. If more than one cashier is on duty, assist customers in finding the book they are looking for, straighten books on shelves, maintain store appearance, and do other tasks as requested by the Day Manager. This position requires good customer-relation skills, confidence in working with money, and the ability to be trained to use our cash register accurately. More experienced cashiers must be able to work alone on some shifts as needed. Mobility and light lifting required.

**Workroom Initial Sorting:** Assist the public with their incoming boxes and bags of donations. Evaluate the condition and marketability of donations. Sort into category boxes (examples: nonfiction, fiction, video, possible collectible, etc.), and move boxes to the appropriate area for further processing. Must be able to retain and apply sorting guidelines consistently. Must be able to make independent decisions. Good physical condition is needed. This active job involves lifting, moving, loading, and unloading bags and boxes of incoming and previously sorted books. Rewarding, sometimes dirty work as boxes and books are of various degrees of cleanliness/condition.

**Workroom Cleaning and Labeling:** Make each book as clean and marketable as possible. Remove foreign objects (bookmarks, papers, etc.), erase marks, and straighten pages. Clean/dust using window cleaner, sticker remover, and rags. Attach the appropriate price label. Place completed books in boxes and move to the pre-shelving area. Basic job is done while seated. Job entails lifting and moving of boxes of books; lifting assistance may be available on some shifts.

**Workroom Non-Fiction Book Pricing:** Training is available only after cleaning and labeling experience. Evaluate books and determine sales price following written guidelines. Place books in the appropriate 'Price' box (marked \$2.00, \$4.00, etc.) to be cleaned and labeled. Move completed boxes to cleaning/labeling stacks. Requires standing for

extended periods, as well as lifting and moving boxes of books. Requires ability to learn and remember relative values assigned to similar books and the confidence to make consistent independent decisions.

**Workroom Fiction Pre-Sorting:** Check against back stock, and sort into boxes to be price-labeled. Requires the ability to interpret book descriptions to determine categories (ex: general fiction, suspense).

**Media Processing and Shelving:** Evaluate and process incoming DVDs, VHS, Music CDs and/or Audio Books. Decide whether an item meets our criteria for condition and marketability. As needed, polish discs using the Library's machine. Clean/dust using window cleaner, sticker remover and rags. Attach the appropriate price label. Place completed items in labeled boxes and move to the pre-shelving area. Shelf by category. Entails lifting/moving of boxes of media.

**Bookstore Shelving and Rotation:** Shelf books following written guidelines. Example: Alphabetically shelf hard cover fiction by author in appropriate category (genre examples: General Fiction, Suspense). If a category's shelves are full, remove (cull) books with condition issues and those with the oldest price labels. When shelves have space, rotate priced back stock from workroom shelves to appropriate store shelves. Position requires the ability to interpret book descriptions to determine categories. Good physical condition is needed. This active job involves lifting/moving/unloading boxes of books. Depending on volunteer's height, requires stretching and standing on stepstool to reach high shelves, squatting or bending to reach lower shelves.

**Outside Transfers:** As needed, pick up large donations from donors' homes and businesses and bring them to the Bookstore. Give the Donor a tax-deductible donation receipt. Books are usually already boxed; in some cases the job involves re-boxing into smaller boxes or boxing of loose books at donor's location prior to transport. Books may be dusty and dirty. Good physical condition is needed. Job requires lifting and moving bags/boxes of various sizes and weights. Also as needed, pick up books and boxes from the Bookstore and deliver to other locations. Truck, SUV or van is an advantage as donations can be bulky and heavy.

**Collectibles:** Previous experience with and knowledge of collectible books is a plus, but not a requirement. Must be comfortable working with a computer. Conduct detailed computer searches of online book vendors and other sources for values of old or unusual books that Sorters and Pricers have set aside for further evaluation. Assign prices following written guidelines. Depending on findings, (1) clean and label the book and shelf in the Collectibles area, (2) return book to regular pricing area, or (3) pass the book on to volunteers who do online sales. Requires the ability to learn and consistently apply written instructions, and the confidence to make consistent independent decisions.

**Online Sales:** Online sales experience is a plus, but training and guidance will be provided. We sometimes sell high-dollar and limited audience books on Amazon, eBay and other venues. Volunteers perform every function from cleaning the books, determining the appropriate asking price, writing detailed book descriptions, taking and editing photographs, posting listings, and maintaining the Google Docs inventory spreadsheet, to quickly shipping items that have been sold.

**Computer/Website Support:** Previous experience in computer hardware and software problem solving and technical support. General knowledge in website design and maintenance. Independent interest in technology and willingness to keep informed of emerging technologies.

**Social Media and Community Outreach:** Experience in or interest in learning Facebook, Instagram, and Twitter postings to bring awareness of FOCL to the community. Develop and participate in Bookstore and Friends of the Camarillo Library (FOCL) promotions. Develop, coordinate and/or participate in community outreach events such as Chamber of Commerce expos.

**Board of Directors:** The Board has oversight of the operation of the Friends Bookstore and other programs, such as the Friends Tours.

\* Please detach these Job Descriptions from the Application and **keep them for future reference** \*

# Friends Of the Camarillo Library

## VOLUNTEER APPLICATION

Please bring in your completed Volunteer Application or mail it to the Friends Bookstore, 4101 Las Posas Road, Camarillo, CA 93010. *For non-Bookstore volunteer opportunities, you can also leave a message at [www.friendscamarillolibrary.org](http://www.friendscamarillolibrary.org)*

The Bookstore's main number and answering machine is at 805 388-5275. The workroom number is 805-388-5585. Subject to change, we are open to the public 10 – 4 pm Tuesday – Saturday; closed Sundays, Mondays & major holidays.

**Please Print Clearly**

Today's Date: \_\_\_\_\_

Name (print) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Primary Phone (\_\_\_\_\_) \_\_\_\_\_ Is it a Cell? \_\_\_

Other Phone (\_\_\_\_\_) \_\_\_\_\_ Cell? \_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**AVAILABILITY FOR SERVICE IN THE BOOKSTORE** *To apply as a **non-bookstore volunteer**, skip to the next page.*

The Bookstore workroom is staffed Mondays through Saturdays. Standard volunteer work shifts are 10-1 or 1-4 pm. Earlier shifts may be available some days. Shifts are occasionally scheduled for special projects on Sundays, and after 4 pm based on workload. **We will assume you can work any days and shifts you leave blank.** Please write **"YES"** for Preferred shifts. Write **"NO"** on days and shifts you are *not* available for a regular assignment nor for call-in to fill a temporary vacancy. *Use the Comments section on the next page for additional information you wish to provide.*

**Please read the instructions above carefully before completing this section**

	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sunday</b> (workroom projects)
10:00 to 1:00	_____	_____	_____	_____	_____	_____	_____
1:00 to 4:00	_____	_____	_____	_____	_____	_____	_____
4:00 to 7:00	_____	_____	_____	_____	_____	n/a	n/a
Other Hours?	_____	_____	_____	_____	_____	_____	_____

How long are you available? Long-term \_\_\_ Temporary (number of weeks or time frame) \_\_\_\_\_

How often can you work? More often than Weekly \_\_\_ Weekly \_\_\_ Biweekly \_\_\_ Monthly \_\_\_

Are you interested in a Regular Assignment \_\_\_ Regular and Call-in \_\_\_ Substitute/Call-in only \_\_\_

**YOUR BOOKSTORE ASSIGNMENT PREFERENCES** *(Read attached task descriptions before checking assignments)*

**Any Assignment** \_\_\_ Customer Service Counter: Customer Assistance & Cashiering \_\_\_

Processing: Sort Incoming Donations \_\_\_ Cleaning and Labeling \_\_\_ Pricing \_\_\_ Sorting/Shelving \_\_\_

Book Transfers: Pick up/Deliver books \_\_\_ If you checked pick up books, do you have a pickup, SUV or van? \_\_\_

**Areas of Particular Interest:** *(check all that apply)* Fiction \_\_\_ Non-fiction \_\_\_ Classics/Collectibles \_\_\_ Children \_\_\_

Teen \_\_\_ Media (Audio, Videos, Music) \_\_\_ Magazines \_\_\_ Computer Books \_\_\_ Other *(describe in Comments)* \_\_\_

**YOUR NON-BOOKSTORE ASSIGNMENT PREFERENCES** (Read attached description of tasks before checking all that interest you)

Online Sales \_\_\_ Computer/Web Support \_\_\_ Social Media Committee \_\_\_ Community Outreach \_\_\_ Board \_\_\_

**SPECIAL SKILLS/EXPERIENCE** (Check all that apply; describe in Comments section below)

Newsletter Composition \_\_\_ Writing Task Procedures \_\_\_ Book & Recordkeeping \_\_\_ Advertising copy \_\_\_

Online Sales \_\_\_ Rare/Collectible books \_\_\_ Community Outreach \_\_\_ Membership Development \_\_\_

Event Planning \_\_\_ Web Design \_\_\_ Other Applicable Skills or Experience \_\_\_\_\_

Software Programs: Word \_\_\_ Excel \_\_\_ Power Point \_\_\_ Publisher \_\_\_ Photo Editing \_\_\_ MailChimp \_\_\_

Other Software \_\_\_\_\_ Social Media: Facebook \_\_\_ Twitter \_\_\_ Instagram \_\_\_ Other platforms \_\_\_

**PHYSICAL WORK/ACTIVITY LEVEL** (Check the highest activity level that applies to you)

See attached job descriptions. Depending on job assignment, some Bookstore volunteers regularly lift heavy boxes, some do moderate lifting, others do light lifting. Some assignments require standing and moving for an entire 3-hour shift.

I have completed my COVID-19 Vaccination series: No \_\_\_ Yes \_\_\_

I can lift/move boxes up to this weight: No lifting \_\_\_ Less than 10 lb \_\_\_ 15 lb \_\_\_ 20 lb \_\_\_ 30 lb \_\_\_

I can be actively on my feet for this long at a time: Sit only \_\_\_ 1 hour \_\_\_ 2 hours \_\_\_ 3 hours \_\_\_ more \_\_\_

**COMMENTS / EXPERIENCE / LIMITATIONS**

If you wish, please give us any additional information on your background, skills, interests, preferred job assignment, physical capabilities and hours of availability. (Please Print):

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**VOLUNTEER AGREEMENT:**

I am available to volunteer beginning \_\_\_\_/\_\_\_\_/\_\_\_\_.

If I become a volunteer, I agree to all the following:

- ✓ I will maintain an annual membership in *Friends of the Camarillo Library* (FOCL) throughout my tenure as a volunteer. Exception: Students need not join/pay the \$15 annual dues.
- ✓ I will do my best to represent the *Friends of the Camarillo Library* with care and courtesy.
- ✓ I will adhere to the rules and regulations as set forth in the FOCL Bylaws and Bookstore Manual.
- ✓ When I cannot report to work at the Bookstore as assigned, I will notify a Bookstore Day Manager as far in advance as possible.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Please be aware that our need for additional volunteers fluctuates. We attempt to match applicants with Bookstore openings based on your hours of availability, areas of interest and physical capabilities.

We will try to acknowledge your application within one week. Thank you for your interest.

Date Received: \_\_\_\_\_

Date Contacted: \_\_\_\_\_

FOCL Representative (Initials): \_\_\_\_\_