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# FRIENDS & FOUNDATION BOOKSTORE

## VOLUNTEER PART-TIME

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**Departmental Team:** Friends & Foundation

**Reports to:** Bookstore Manager of the Day

**Hours of Work:** Part-time, minimum of 2 scheduled hours a week

**Summary Description:** The Estes Valley Library Friends & Foundation is looking for book lovers who will enjoy cashiering at the Friends & Foundation used bookstore for a minimum of 2 hours a week.

**Essential Functions:**

- Use Point of Sale software on an iPad.
- Processing of cash, check and credit card payments.
- Lift small boxes of books up to 25 pounds.

**Other Responsibilities:**

- Demonstrates a professional, positive, cooperative, team-oriented working relationship with co-workers.
- Reliable attendance in the workplace.
- Stays current on Friends & Foundation policies, processes, procedures and technologies required to perform work duties.
- Attends and participates in volunteer events and job training.

**Working Environment:**

- Physical requirements: will be required to stand, walk, crouch, stoop, squat, twist, climb, pull, push and lift up to 25 pounds.
- Schedule: Minimum of 2 hours a week on a set schedule.
- Training will be given.

**Qualifications**

- A positive attitude, excellent interpersonal skills, and cultural sensitivity working with customers, coworkers and community.
- A great sense of humor.
- Successful completion of a background check.

For more information, please contact Sarah Walsh at [swalsh@estesvalleylibrary.org](mailto:swalsh@estesvalleylibrary.org) or 970-586-8116 x 835.

[Estes Valley Library Friends & Foundation Volunteer Application](#)