

Volunteer Expectations

Sorters

After participating in training sessions, sorters will organize donated books into designated categories, box books for the book sale and restock the lobby sale shelves as needed. This may include lifting boxes, though lifting is not at all mandatory.

Newsletter Editor

As necessary, the newsletter editor will publish a digital newsletter outlining past events, upcoming events and other significant news to keep the membership informed.

Raffle Basket Design

As needed arranging a basket for a raffle fundraiser. These baskets will consist of, but are not limited to, donated books in excellent condition and small items that may enhance the appeal of each basket.

Graphic Design

As needed, design of posters, flyers, vouchers or other materials needed to promote fundraisers, and Friends of the Webster Public Library events.

Publicity

As needed arrange for publicity for The Friends of Webster Public Library as related to fundraising, special events and important news. This may include contacting news outlets, distributing flyers and arranging for announcements to be broadcast on the Library's flat screen monitor and website.

Photographer

As needed take pictures of fundraiser events, special events and important news to share with newspapers, the library facebook page, the flat screen TV or other areas.

Special Events Volunteer

As needed volunteers may be requested for a one time opportunity to assist in a variety of areas including special events.

Business Solicitors

As needed personally contact and/or write to local business to ask for their assistance in supporting a special event sponsored by the Friends of Webster Public Library.

Special Events Volunteers:

Book Sale Volunteers

Book Sale Day Chairperson

Persons in charge of the book sale for a designated time period [all day, part of the day or evening]. Chairpersons are responsible for set up for the day, informing volunteers of their responsibilities for their shift, assisting volunteers as needed, addressing any concerns or questions, managing and maintaining the cash boxes and credit card tablet, transferring money to the librarians as needed during the sale and at the end of the day, maintaining a pleasant and orderly book sale experience for customers and volunteers, closing down the book sale for the evening leaving the sales area as organized as possible.

Book Sale Volunteers [usually works 4 hour shifts]

- Volunteer Coordinator recruits and schedules volunteers for all shifts and duties at the booksale.
- Set up volunteer arranges books and materials before the book sale opens.
- Lobby take down volunteer packs up books from the lobby sale to place in the book sale
- Cashier takes money/credit card information from the customer for purchases.
- Floor volunteer organizes and straightens books and materials during the book sale.
- Membership volunteer signs up new members and manages the money for the raffle baskets at the book sale.
- Book Sale Take Down Volunteer assists with the packing up of all books left after the book sale.
- Lobby restock volunteer assists with placing new books on the shelves of the lobby book sale area.

Spelling Bee Volunteers

- Set up volunteer arranges tables, folding chairs, raffle items and other duties of setting up before event.
- Admission volunteer sells tickets at the door, collects advanced purchased tickets
- Ticket Seller will sell tickets for raffle baskets, 50-50 raffle, and audience participation tickets before the event and during intermission.
- Team Ambassadors greet each team, orient them to the facility, review rules, and make them feel comfortable before and during the event.
- Clean up volunteers will take down decorations, table cloths, masking tape and any other clean up duties required.

Approved by The Friends of the Webster Public Library on March 21, 2015.