



Friends of Smyrna Library
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<http://www.friendsofsmyrnalibrary.org>

VOLUNTEER JOB OPENING

Fall Jonquil Festival Book Sale Volunteer

Friends of Smyrna Library (FOSL), an independent, non-profit, volunteer Organization that supports the award winning Smyrna Public Library through fundraising events and volunteer activities, is seeking **Book Sale Volunteers**.

Occasion: Fall Jonquil Festival Book Sale

Date: Saturday October 23 and Sunday October 24, 2010

Location: The FOSL Book Sale Tents are located in front of the Smyrna Community Center.

Attire: Casual, volunteer bibs to be provided; It will be chilly in the mornings.

Other Info: Must be a FOSL member. Parking may be time-consuming between 12 PM and 4 PM each day so please plan your arrival time accordingly.

The Fall Jonquil Festival Book Sale is one of our 2 biggest fundraisers of the year. Its counterpart in the spring is the other. We have been managing book sales at the festival for many years and we are very well organized. We will have several thousand books on sale.

We need a minimum of 34 regular shifts filled by volunteers. The available volunteer shifts and job duties are described below. Most of the work is considered light duty and non-strenuous. Our work area is also wheelchair accessible. The setup and breakdown shifts require heavy lifting and moving book carts from the Smyrna Community Center to the Smyrna Public Library.

Please select 2 shifts that work best for you so we have flexibility in scheduling an appropriate mix of experienced volunteers/new volunteers for each shift. We'll confirm your one shift with you as soon as the team schedule is finalized.

This is an outdoor event so we have contingency plans for inclement weather. 12 contingency shifts need to be staffed in case of rain or high winds. If the weather cooperates, you do not need to report. These shifts require moving heavy boxes and book carts.

If the Saturday sale has to be cancelled and we can proceed with the Sunday sale, we will need the volunteers for Contingency Shift 7 to report to setup.

If rain is projected for Saturday night, we will need the volunteers to report for Contingency Shift 6 at their scheduled time (or sooner if weather conditions are deteriorating.)

Thank you for your interest in volunteering!

Shift 1:

Open Positions: 7

Date: Saturday October 23, 2010

Time: 8:30 AM to 11 AM

Job Description: Strenuous work – The morning setup of the book sale involves moving heavy book carts and heavy boxes of books. Coffee and pastries provided by festival organizers.

Shift 2:

Open Positions: 4

Date: Saturday October 23, 2010

Time: 9:45 AM to 12:00 PM

Job Description: Light duty work - Greet shoppers, encourage new FOSL memberships, and serve as cashier.

Shift 3:

Open Positions: 3

Date: Saturday October 23, 2010

Time: 12 PM to 2:00 PM

Job Description: Light duty work - Greet shoppers, encourage new FOSL memberships, and serve as cashier.

Shift 4:

Open Positions: 3

Date: Saturday October 23, 2010

Time: 2 PM to 4:15 PM

Job Description: Light duty work - Greet shoppers, encourage new FOSL memberships, and serve as cashier.

Shift 5:

Open Positions: 3

Date: Saturday October 23, 2010

Time: 4:15 PM to 6:30 PM

Job Description: Light duty work - Greet shoppers, encourage new FOSL memberships, and serve as cashier. Cover books with tarps at closing to protect them from overnight dew.

Contingency Shift 6: (Only if Rain Projected for Saturday Night)

Open Positions: 6

Date: Sunday October 24, 2010

Time: 5:00 AM to 6:30 PM (earlier if weather conditions are deteriorating)

Job Description: Strenuous work - Emergency moving of heavy book carts and heavy boxes of books under the portico of the Smyrna Community Center.

Contingency Shift 7: (Only In Case of Saturday Sale Cancellation)

Open Positions: 6

Date: Sunday October 24, 2010

Time: 9:30 AM to 12:00 PM

Job Description: Strenuous work – The morning setup of the book sale involves moving heavy book carts and heavy boxes of books. Coffee and pastries provided by festival organizers.

Shift 8:

Open Positions: 4

Date: Sunday October 24, 2010

Time: 11:30 AM to 1:30 PM

Job Description: Light duty work - Greet shoppers, encourage new FOSL memberships, and serve as cashier.

Shift 9:

Open Positions: 3

Date: Sunday October 24, 2010

Time: 1:30 PM to 3:30 PM

Job Description: Light duty work - Greet shoppers, encourage new FOSL memberships, and serve as cashier.

Shift 10:

Open Positions: 3

Date: Sunday October 24, 2010

Time: 3:30 PM to 5:30 PM

Job Description: Light duty work - Greet shoppers, encourage new FOSL memberships, serve as cashier, and help put away lightweight book sale items at conclusion of the sale.

Shift 11:

Open Positions: 4

Date: Sunday October 24, 2010

Time: 4:30 PM to 6:30 PM (earlier if weather conditions are deteriorating)

Job Description: Strenuous work – Box unsold books and move them to library.

Contact:

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