

AfterWords

SANDUSKY LIBRARY FOUNDATION GIFT SHOP

Volunteer Job Description

I. Purpose

To staff *AfterWords*, a non-profit retail shop located in the Sandusky Library and operated by the Sandusky Library and Follett House Museum Foundation. Proceeds from the shop benefit the Sandusky Library.

II. Responsibilities of the Volunteer

1. Attend training sessions.
2. Become familiar with store inventory and replenish merchandise.
3. Operate cash register to calculate amount of each sale and provide receipts.
4. Keep store neat and attractive.
5. Follow directions given for management of cash during shift.
6. Ensure shift is covered by calling volunteer coordinator or other volunteer to work assigned shift if he/she is unavailable.
7. Greet customers and assist them in selecting merchandise if they desire.
8. Deter shoplifting by keeping cases and cabinets locked.
9. Wear a volunteer name badge and leave it in the shop at the end of the shift.

III. Benefits

1. Opportunity to meet a variety of people.
2. Pleasant working conditions.
3. Opportunity to work with a unique inventory.
4. Satisfaction of working for a good cause---your favorite library!
5. Participation in volunteer events.
6. Training and recognition.

IV. Time Requirements

Volunteers are asked to work two or more shifts per month. Shifts available are:

Monday	10:00-1:00	1:00-4:00
Tuesday	10:00-1:00	1:00-4:00
Wednesday	10:00-1:00	1:00-4:00
Thursday	10:00-1:00	1:00-4:00
Friday	10:00-1:00	1:00-4:00
Saturday	10:00-1:00	1:00-4:00

Closed on Sundays

Evening hours are flexible, within the hours of 5:00-8:00, at your convenience.

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Volunteer Application

Name _____

Address _____

City, state, and zip _____

Phone _____

Previous volunteer (and/or paid employment) experience:

Special interests/skills/hobbies:

Scheduling: Please circle days and times you are available.

Monday	10:00-1:00	1:00-4:00
Tuesday	10:00-1:00	1:00-4:00
Wednesday	10:00-1:00	1:00-4:00
Thursday	10:00-1:00	1:00-4:00
Friday	10:00-1:00	1:00-4:00
Saturday	10:00-1:00	1:00-4:00
Closed on Sundays		

How many shifts per month do you prefer to work? _____

Are you available evenings? Yes _____ No _____

Days available as a substitute: _____

Are there times of the year when you will be unable to work for extended periods of time (for example, winters in Florida, etc.)? _____

List one employer, supervisor, teacher or other person we may contact as a reference.

Name _____ Phone _____

Please return completed application to the Sandusky Library, 114 W. Adams Street, Sandusky, OH 44870, Attention: AfterWords.

Thank you for your interest in volunteering at Sandusky Library!

AfterWords

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Dear *AfterWords* Volunteer,

Thank you for your interest in volunteering for Sandusky Library's gift shop! The gift shop has been open since July, 2005 and is operated by the Sandusky Library and Follett House Museum Foundation to raise money to support extra projects and services of the Sandusky Library and Follett House Museum. We are looking forward to your participation and hope that you will find it a pleasurable way to contribute to the Library organization.

Training will be provided by an experienced gift shop volunteer and by library staff members, Sherry Hargrove or Paulette Grimsbo. We ask that you schedule two shifts per month, at the same day and time (for example, Monday mornings, on the first and third Monday of the month). If you cannot make your shift, **please call another volunteer to see if someone else is available** or ask Sherry Hargrove for assistance in finding a volunteer substitute. Lisa Gennari, Administrative Assistant, will take your photo for your ID badge, which we ask you to wear while volunteering. Feel free to bring a book to read, encourage your friends to shop and dine at *Afterwords*, and, of course, welcoming and greeting patrons that enter the Library is encouraged!

Please return your completed application as soon as possible, and thanks again!

Julie Brooks, Library Director
Secretary Treasurer, Sandusky Library and Follett House Museum

P.S. If you have friends who may be interested in volunteering, please ask them to call us at 419-625-3834.