

Booksale 2011 Job Descriptions

Set-up Crew (June 14-16)

Set up tables, shelves, and books for sale.

Floater and Will Call (June 17-26)

Jobs include manning the will-call area, relieving any volunteers in need of a break; reshelving books.

Restockers (June 17-26)

Hand truck books from restocking area to cafeteria or pavilion. Floor managers and table monitors will coordinate areas to be restocked.

Door Monitors/Greeters (June 17-26)

Greet customers as they enter sales area and assist security monitors.

Table Monitors (June 17-26)

Oversee various sections to determine which categories need restocking, arrange the books neatly and attractively; help restockers find "holes" and help reshelve books that have been misplaced.

Adders (June 17-26)

Add the prices marked in books selected for purchase. Direct customers to cashiers for payment of purchases.

Clean-up Crew (June 26)

On the last day of the sale, help pack remaining inventory,

Volunteer Orientation

Saturday, May 28 or June 4, 10 a.m. to 11 a.m., 690 Pohukaina Street, Honolulu. Please plan on attending one of these sessions to get instructions for the booksale and pick up your t-shirt.

Booksale Volunteer Response Form

Check date and time preferences.

- Tuesday, June 14
- Wednesday, June 15
- Thursday, June 16
- Friday, June 17
- Saturday, June 18
- Sunday, June 19
- Monday, June 20
- Tuesday, June 21
- Wednesday, June 22
- Thursday, June 23
- Friday, June 24
- Saturday, June 25
- Sunday, June 26

Indicate job preferred: _____

- | | |
|--|---|
| <input type="checkbox"/> 9 a.m.-3 p.m. | <input type="checkbox"/> or: _____ |
| <input type="checkbox"/> 9 a.m.-3 p.m. | <input type="checkbox"/> or: _____ |
| <input type="checkbox"/> 9 a.m.-3 p.m. | <input type="checkbox"/> or: _____ |
| <input type="checkbox"/> 4:30-9 p.m. | <input type="checkbox"/> or: _____ |
| <input type="checkbox"/> 8:30 a.m.-3 p.m. | <input type="checkbox"/> 2:30-9 p.m. |
| <input type="checkbox"/> 8:30 a.m.-2 p.m. | <input type="checkbox"/> 1:30-6 p.m. |
| <input type="checkbox"/> 10:30 a.m.-7 p.m. | <input type="checkbox"/> or: _____ |
| <input type="checkbox"/> 10:30 a.m.-7 p.m. | <input type="checkbox"/> or: _____ |
| <input type="checkbox"/> 10:30 a.m.-7 p.m. | <input type="checkbox"/> or: _____ |
| <input type="checkbox"/> 10:30 a.m.-7 p.m. | <input type="checkbox"/> or: _____ |
| <input type="checkbox"/> 10:30 a.m.-7 p.m. | <input type="checkbox"/> or: _____ |
| <input type="checkbox"/> 8:30 a.m.-3 p.m. | <input type="checkbox"/> 2:30-8 pm <input type="checkbox"/> or: _____ |
| <input type="checkbox"/> 8:30 a.m.-2 p.m. | <input type="checkbox"/> 1:30-5pm (clean up crew) |

I will attend volunteer orientation on Saturday, May 28 OR Saturday, June 4

Name _____

Address _____

City, State, Zip _____

Day phone _____ Evening Phone _____

Email _____

Please mail/email/fax completed form to:

Friends of the Library of Hawai'i
690 Pohukaina Street
Honolulu, Hawai'i 96813
BOOKSALE VOLUNTEER

Fax: 536-5232
nainoa@friendsofthelibraryofhawaii.org

Sign up on our website: www.friendsofthelibraryofhawaii.org