

The Friends & Foundation of the Rochester Public Library (FFRPL) conducts essential fundraising and provides valued programs to enhance and promote the Rochester Public Library. Our fundraising efforts include running The Library Store, holding various book sales throughout the year, and selling used books online through Alibris, AbeBooks and Amazon. Each year, we receive and process tens of thousands of donated books to benefit the Central Library.

**Volunteer Job Description**

Title: Inventory Management Volunteer

Reports to: Christine Weidman, Book Sales and Volunteer Coordinator

Phone: 585.428.8351

Location: FFRPL Office/Upper Stacks Storage Area, Store and FFRPL Sorting Area

Rundel Library Building

Central Library of Rochester & Monroe County

115 South Ave., Rochester NY 14604

Hours/Duration: Minimum commitment of one regular 4 hour shift per week for at least 6 months.

Brief description: The Inventory Management Volunteer will oversee the proper storage and retrieval of book store and book sales inventory. This job will be labor intensive with regular lifting of books/boxes of books, pushing heavy book trucks, and maneuvering in a small area.

Job Responsibilities:

* Transporting inventory books from FFRPL office to Upper Stacks storage or other storage spaces
* Transporting Books from donation areas to the Upper Stacks and FFRPL sorting room
* Retrieving books upon request from the Upper stacks and sorting area
* Rearranging books to make space for incoming inventory on a continual basis
* Occasional light cleaning: dusting book shelves, sweeping floors, picking up debris
* Other duties as requested

Job requirements: The ideal candidate will be able to lift up to 30 pounds, bend, crouch, and reach to organize bookshelves. They must be able to work in a cramped environment, and possess great organizational/space management skills. They will be able to work independently, be reliable and trustworthy, and be proactive in their work approach.