



RACHEL KOHL COMMUNITY LIBRARY
687 SMITHBRIDGE ROAD, GLEN MILLS, PA 19342

Volunteer Position: Book Donation Organizer

Reports to: Library Director or Library Assistant on Duty

Location: Rachel Kohl Community Library

Schedule: Flexible, typically 2–4 hours per week

Position Overview:

The Book Donation Organizer plays an important role in supporting the library's book donation and resale efforts. This volunteer helps manage donated materials by sorting, evaluating, and organizing them for possible addition to the library's collection, library book sales, or other community distribution efforts.

Key Responsibilities:

- Sort and organize donated books, DVDs, and other materials according to library guidelines.
- Assess condition and suitability of donations for library use or resale.
- Prepare and box materials for book sales, storage, or recycling.
- Maintain an orderly and safe workspace in the donation area.
- Track and report the volume or categories of donations as directed.
- Notify staff of unique or valuable items that may need review.
- Collaborate with staff during donation or sale preparation periods.

Qualifications:

- Comfortable lifting and moving boxes of books (up to 25 lbs).
- Strong organizational and time management skills.
- Detail-oriented and able to follow sorting criteria.
- Dependable and able to work with minimal supervision.
- Friendly and respectful attitude toward the public and fellow volunteers.

Training Provided:

Volunteers will receive orientation and guidance from library staff regarding donation policies, sorting procedures, and workspace safety.

Benefits:

- Support your local library and community literacy efforts.
- Enjoy working with books and fellow book lovers.
- Gain insight into library operations and community outreach.
- Receive recognition for your volunteer service hours.