

2008 Broome County Book Recycling Fair

VOLUNTEER ASSIGNMENT DESCRIPTIONS

**** 3-HOUR SHIFTS - BREAKS AND SNACKS PROVIDED ****

COLLECTION DAYS (August 14, 15 & 16)

LIFTERS: Volunteers must be able to lift up to 30 pounds. Volunteers will be outside and on their feet for the duration of their shift. Tasks include unloading books from cars, taking high quality books inside to be sorted and taking low quality books out to the recycling area (carts will be available to assist with book moving). Wear old clothes and comfortable shoes, you will get dirty.

TRAFFIC CONTROL: Up to two volunteers per shift are needed to greet and direct vehicles that are entering the facility to drop off books. Volunteers will be outside and on their feet for most of their shift (chairs will be available). These volunteers will keep tally of where each donator heard about the event, distribute information (brochures for the give away days and donation receipts) and direct vehicles to the drop-off area.

SORTERS: Volunteers will be inside and on their feet for most of their shift (chairs will be available). Volunteers will sort books for quality and determine which books can be given away and which books should go directly to the recycling area. Guidelines for sorting will be provided. Books will be sorted into pre-determined categories: romance, fiction, non-fiction, youth, religious, etc. Some books will be dusty, musty, moldy, and/or dirty. If you have allergies, asthma, or other problems breathing, this may not be the task for you. Latex gloves will be available. Wear old clothes and comfortable shoes, you will get dirty. **Please note** volunteers will also be needed on **August 18, 19, and 20** to sort any remaining books and set up and stock tables for the give-away portion of the event.

GIVEAWAY DAYS (August 22 & 23)

STOCKING TABLES: Volunteers will be inside and on their feet for most of their shift (chairs will be available). This task requires the ability to lift 15-30 pound boxes of books. Volunteers will be filling tables with books when they begin to run low and straightening books on tables.

CHECK OUT TABLE: Volunteers will be inside and will be able to sit down for most of their shift. Volunteers will count the number of books that people take with them and keep track of the total number of books leaving on a tally sheet. Volunteers will also provide book fair attendants with bags and assistance if needed.

AS A BENEFIT OF PROVIDING ASSISTANCE VOLUNTEERS MAY TAKE ONE (1) BOX OF BOOKS. PLEASE REFRAIN FROM TAKING MULTIPLE BOOKS ON ONE TOPIC SUCH AS COOKING, CRAFTS, ETC.