

FRIENDS OF THE TUALATIN LIBRARY COMMUNITY BOOK SALE CO-CHAIR JOB DESCRIPTION

The Friends of the Tualatin Library hold two large book sales per year, which are currently two days each in May and November. The Friends are seeking a co-chair to work closely with the current chair to plan and execute these community book sales.

Responsibilities

- Develop an understanding of the flow and requirements for the book sales
- Coordinate publicity for the sales using cost-effective community resources
- Recruit volunteers from among Friends' members and library patrons
- Coordinate day-of sale requirements including truck rental, moving inventory, sale set-up, and payment processing
- Organize clean-up of venue at close of sale

Preferred skills and qualifications

- Experience with or desire to learn event planning
- Desire to support the Tualatin Public Library
- Good communication skills
- Attention to detail and problem-solving skills
- Team player who can keep calm under pressure

Other Notes: Training will be provided by long-time book sale chair with the Friends.

