



251 Donald St • Winnipeg MB • R3C 3P5

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friendswpl.ca   

Position: Book Sale Event Manager

Organization: Friends of the Winnipeg Public Library

Description: The Friends of the Winnipeg Public Library is a charitable organization that believes in the value of literacy and learning and is committed to supporting all twenty Winnipeg Public Library branches in their service to the community. Since 2000, over \$278,000 has been contributed in support of programs and special projects offered by the Winnipeg Public Library. This is achieved through the Friends Book Sale, other fundraising events, year round operation of the Best of Friends Gift Shop, membership fees and donations.

Website: <https://friendswpl.ca/>

Purpose: To work with the Book Sale Committee to successfully execute and manage the Friends of the Library book sale, currently held in October.

Work Location: St. James Library at 1910 Portage Avenue and other locations as required.

Responsibilities:

1. Work with the Book Sale Committee and the Friends' Volunteer Coordinator to plan the details of the book sale/s including room layout, supply requirements, and volunteer assignments.
2. Ensure successful transfer of all the required materials for the book sale.
3. Liaise with the payments area to ensure there is a confident understanding of the process
4. Supervise the set-up and sale operations of the book sale and provide assistance as needed.
5. Create a detailed follow-up report of the annual book sale.

Preferred Qualifications:

- Able to work independently as well as with a team
- Self-motivated
- Good interpersonal skills
- Organization skills
- Leadership skills
- Strong communication skills

Expected Time Commitment: 5 hours a week ongoing- bigger time commitment nearer the date of the sale

How to Apply - On line: <https://friendswpl.ca/get-involved/be-a-volunteer/>

Mail: Friends of the Winnipeg Public Library, 251 Donald St, Winnipeg, MB R3C 3P5

Closing Date: March 15, 2020