



251 Donald St • Winnipeg MB • R3C 3P5

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friendswpl.ca   

**Position:** Book Room Supervisor

**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:** Supervise the preparation of materials for the Friends book sale/s and for the ongoing book cart sales at the Best of Friends Gift Shop.

**Work Location:** St. James Library at 1910 Portage Avenue

**Responsibilities:**

1. Provide leadership to the book room team of experienced, enthusiastic volunteers, delegating tasks as appropriate.
2. Monitor book sale inventory for quality, variety and quantity.
3. Set up schedules for book room team and supervise the training of new volunteers.
4. Ensure a positive and safe working environment in the book room.
5. Maintain regular communication with the Book Sale Chair.
6. Work with the Book Sale Committee to confirm venue and design job descriptions for the annual sale.
7. Attend the sale, monitoring activity and supporting volunteers.

**Preferred Qualifications:**

- Ability to lead and encourage volunteers
- Interest in and familiarity with books
- Strong organizational skills
- Effective communication skills

**Expected Time Commitment:** Flexible according to the time of the year – generally 6-8 hours a week

**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