



251 Donald St • Winnipeg MB • R3C 3P5

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friendswpl.ca   

**Position:** Chair of Book Sale Committee

**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 coordinate the work of the Book Sale Committee which provides leadership and direction for the Friends' book sales.

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

**Responsibilities:**

1. Serve as a member of The Friends of the Library Board and prepare a written report for presentation at monthly board meetings.
2. Work with the Book Sale Committee to plan the book sale event/s.
3. Together with the Book Sale Committee regularly evaluate the progress of the planning for the annual sale and develop recommendations for future sales.
4. Provide support for the book room operations and its volunteers.
5. Oversee the development of a budget for the annual book sale.

**Preferred Qualifications:**

- Experience with leading a board or committee
- Good interpersonal and communication skills
- Strong organizational abilities
- Ability to lead and inspire volunteers
- Retail and sales experience
- Comfortable with technology

**Expected Time Commitment:** 15-20 hours a month

**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