

## **The Friends of the Salem Public Library is looking for a Bookstore manager!**

The Bookstore Manager is responsible for the overall operation of the Friends Bookstore, including the stocking of the store and the supervision of the volunteers who support the Bookstore operation. The Friends have a set of procedures and operations in place which the Manager would be responsible for seeing executed. The Manager will regularly report to the Board any need for changes to and suggestions for improvement of procedures and operations.

The successful candidate will have experience in retail and supervision. The successful candidate will love books and be curious about a wide variety of book types and topics. They must also have basic computer skills.

The successful candidate will be comfortable with supervision and dealing with a diverse group of people and roles including volunteers, customers, board members and library staff. They will also be willing and able to learn from volunteers and others who work with the Friends.

The successful candidate will be detail oriented, but capable of seeing the big picture. They will be able to adapt to unexpected circumstances such as snow closures or absent volunteers. After adequate training, they must be able to execute their responsibilities with minimal supervision. The position will require 30-35 hours per week.

### **About the Friends of the Salem Library**

The Friends of the Salem Library is a 501(c)3 charitable organization. Its mission is to support the Salem Public Library by providing funds to enhance Library projects, programs, services, and collections. The Friends raise money by selling books and other donations received from the public as well as withdrawals from SPL. The donations are sold in our bookstore, online, and at several book sales throughout the year.

## **Duties and Responsibilities**

This position is responsible for managing the Bookstore. It reports to the Board President and is accountable to the FOSPL Board.

The Bookstore Manager is responsible for:

- Sorting, pricing, and presenting items for sale in the Bookstore.
- Inventory management and customer service, including collecting donations and pricing research.
- Maintaining procedural best practices as well as guidelines and training materials for volunteers.
- Ensuring that volunteers are trained for and generally supported in executing their responsibilities
- Screening, interviewing and training new store volunteers.
- Working with the Treasurer to ensure appropriate procedures for tracking payments, money handling, deposits, and financial reporting.

It is the Boards' responsibility to support the Manager in all of the above and ensure that there are resources adequate to executing them.

## **Reporting**

The Bookstore Manager will regularly provide a report to the Friends Board on Bookstore operations, generally at the monthly Board meeting.

The Bookstore Manager shall bring any customer or volunteer issues to the Board in a timely manner.

## **Employee Compensation**

The Bookstore manager is a part-time position requiring 30-35 hours per week. The position will be paid at the rate of \$14-\$15 per hour. Payment will be made monthly upon submission of hours worked to the Friends Treasurer.

**Interested parties should send their resumes to [SPLFriends@peak.org](mailto:SPLFriends@peak.org).**