

Friends of Toronto Public Library – BOOKEnds

Locations:

BOOKEnds North
North York Central Library
5120 Yonge Street
(by Mel Lastman Square)

OR

BOOKEnds South
Toronto Reference Library
789 Yonge Street
(North-East corner of Yonge and
Bloor)

Summary Statement:

Friends of Toronto Public Library is an autonomous not-for-profit organization. The mandate of Friends is threefold, namely to:

1. fund high-need library programs and services
2. promote the mission, vision and needs of the library to the general public
3. stimulate interest in library collections, facilities and services.

Friends of TPL raises funds through sales in its two used bookstores, which are operated entirely by volunteers.

Responsibilities:

Volunteer positions at BOOKEnds fall into two broad categories:

In-store Volunteer

- ◆ Greeting visitors to the store
- ◆ Processing book sales, including use of cash register
- ◆ Providing directions, when required, to specific areas and books
- ◆ Shelving books appropriately
- ◆ Other activities as necessary

Sorting Volunteer

- ◆ Sorting of books donated by the library and the public
- ◆ Transporting books to the bookstore
- ◆ Some lifting may be required

Qualifications:

- ◆ 19 years of age or older
- ◆ Ability to communicate effectively in English
- ◆ Ability to work well with others in a friendly and courteous manner
- ◆ Must be reliable, prompt and dependable
- ◆ Experience in a retail/office, bookstore or library setting would be an asset
- ◆ Eager and enthusiastic

BOOKEnds does not participate in social assistance programs or Ministry of Education volunteer programs.

Orientation and Training:

Orientation and training will be provided by Friends.

Time and Place:

Volunteers are required to be available for a minimum of one work shift (3 to 4 hours) each week (or every second week for BOOKEnds South).

Commitment:

A minimum one-year commitment is required.

Onsite Supervision:

Onsite supervision and help will be provided by the volunteers at the bookstore.

Privileges:

Volunteer references and confirmation of hours can be provided upon request.