

Bookstore and Tape

Leader: Jan Gilson, 527-6072

Overseer: Jan Gilson, 527-6072

Volunteer Job Description	# of Volunteers Desired/Still Needed	Degree of Flexibility	Special Requirements, Skills and Training	Term of Commitment	Time Commitment
Cleaning, stock, unpack boxes, maintenance	12 hours/week; 8 hours/week	Flexible	no skill level required	Weekly, on-going	12 hours total per week (across any number of people)
Data entry	4 hours/week; 4 hours/week	Flexible	Basic computer skills; detailed oriented	Weekly, on-going	4 hours total per week (across any number of people)
Re-stock managers	4; 2	Flexible	no skill level required	Weekly, on-going	2 hours/week
After-service sales coordinators:					
Customer service	16 slots (4 youth); 8 slots (2 youth)	Strict		Weekly, on-going	45 minutes following a particular service
Tape Ministry	12 slots; 3 slots	Strict		Weekly, on-going	46 minutes following a particular service
Cashier	16 slots; 4 slots	Strict	Computer literate, detailed oriented	Weekly, on-going	47 minutes following a particular service