CITY OF MESA VOLUNTEER JOB DESCRIPTION

### ONLINE SALES VOLUNTEER

### POSITION DESCRIPTION

The Online Sales Volunteer will research and post withdrawn as well as donated items on various websites. Duties include: identifying items in the collection to be researched; researching value and availability of books online; monitoring sales and adjusting amounts; and posting books for sale on various websites.

This position will receive on the job training and is supervised by the Volunteer Coordinator.

### QUALIFICATIONS

**Education and Experience:** Experience posting items for sale online (ex. eBay, Amazon, local selling sites). Must have knowledge of books (book verbiage, binding/covering types, pricing) and computer/internet research skills.

**Special Requirements:** This position requires a background check.

**ESSENTIAL FUNCTIONS**

**Communication:** Communicates with City employees and other volunteers to relay information, identify and solve problems, and receive instructions.

**Manual/Physical:** Operates a variety of standard office equipment such as a PC, facsimile machine (fax), copy machine, and scanners. Meets scheduling and attendance requirements. Collects crates of online active books, unpacks and sorts books in alphabetical order by title and shelves active titles. Moves carts, lifts books and packages weighing up to 35 pounds.

**Mental:** Efficient and effective time management skills. Learns job-related material through on-the-job training. Utilize independent and creative thinking to improve selling tactics.

**Knowledge and Abilities:**

Ability to:

interact effectively with a variety of City;

develop creative ideas to improve selling tactics and increase online availability;

follow written and oral instruction; and

safely lift and/or move objects weighing up to 35 pounds

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

**Time Commitment:**  8 hours of training and 8 shifts with a mentor. Approximately 3-5 hours/week, flexible schedule.

**Location:** Mesa Public Library – Main Branch and Red Mountain Branch

**More information:** www.mesalibrary.org

**To Apply:** http://www.mesalibrary.org/about/volunteer/volunteer-application

**Deadlines:** None