

Wanted: Friends Shop Volunteer

Are you looking to give back to your community? Do you love public libraries? Do you have a few hours to spare each week? We need you!

The Friends Shop, located inside of the Upper Dublin Library, is looking for an enthusiastic volunteer to help us with various tasks, from assisting patrons and Library Staff to organizing displays and maintaining a welcoming environment.

Typical duties may include:

- Assisting customers in the Friends Shop
- Processing sales on the Square register
- General shop maintenance (straightening, dusting, filling empty book displays, restocking cards)
- Tidying the free book cart and organizing/restocking the free puzzle cart
- Answering patron questions (directional questions, basic Library inquiries, etc.)
- Assisting with Children's Library tasks (cutting, folding, board book cleaning, examine returned Library of Things items)
- Helping Children's Library patrons with self-checkout machines

Preferred Qualifications include:

- Strong communication skills to interact with customers in a friendly and helpful manner.
- Able to handle cash and credit card transactions and make change
- Some lifting or moving of stock might be required
- Ability to work in a sometimes fast-paced setting with customers and families

A current Pennsylvania Child Abuse History Clearance and PA State Criminal History will be required before volunteering begins, along with a Federal Criminal background check.

Hours

10am - 1pm Mon-Wed-Fri

How to Apply:

[CLICK HERE TO APPLY](#)

Join us and become part of our amazing team today!