**The Children’s Book Bank**

**Volunteer and Book Flow Assistant**

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|  | *The mission of The Children’s Book Bank is to advance child literacy, encourage family bonding, and ignite curiosity through the power of books.* |

**POSITION OVERVIEW:**

The Children’s Book Bank receives, prepares, and distributes over 100,000 children’s books to underserved children in Multnomah County each year. The Children’s Book Bank Volunteer and Book Flow Assistant will track inventory and manage book flow in the warehouse by working with staff and volunteers throughout the multistep process of receiving, preparing, sorting, and assembling books in bags or boxes for delivery or storage, or in displays for shopping days. The Volunteer and Book Flow Assistant will lead book cleaning sessions with volunteers. This position reports to the Volunteer Manager and is a full-time (1.0 FTE), non-exempt position.

This position is 40 hours per week Tu/W/Th/Sat with 8 hours of flexible hours. Tu/W/Th 10 am – 6 pm, Saturday 9:00-5:00. 8 hours flexible for work on Monday or Fridays.

Work performed in the warehouse involves a significant amount of walking on concrete surfaces. This position is fast-paced and physical and involves standing for extended periods of time as well as lifting (moving and carrying boxes up to 30 pounds), stooping, squatting, kneeling, and bending. This work involves operating pallet lifting machinery. This work also requires the ability and constant vigilance to maintain an orderly, tidy workspace.

**ESSENTIAL RESPONSIBILITIES:**

**Program Support** (40%)

·       Represent The Children’s Book Bank in a professional, welcoming, energetic manner to volunteers and community members  
·       Help with intake, sorting, bundling, boxing, creating classroom book sets and delivery of books to sites   
·       Coordinate the flow of books throughout the space, minimizing bottlenecks and optimizing flow  
·       Ensure books are organized and ready for volunteers who help with sorting, cleaning, bundling, and boxing

·       Assist in coordinating Book Harvest and other book drives as assigned   
·       Organize books bundles, and boxes of books in the warehouse for ordered storage  
·       Operate pallet lift machinery  
·       Ensure culture is welcoming, friendly, and inclusive to volunteers and community members  
·       Maintain the warehouse space, including tidying, breaking down boxes, sweeping, emptying garbage and recycling, moving tables  
·       Delivering books to programs  
·       Disposing of unusable books through multiple means  
·       Observe and educate others about warehouse safety and COVID-19 safety protocols  
·       Other program support as required

**Volunteer Coordination** (40%)

·       Lead book cleaning groups  
·       Welcome volunteers to the space  
·       Speak publicly in front of up to 40 volunteers about the mission and programs of The Children’s Book Bank, the impact of volunteers and provide book cleaning instructions

·       Coordinate volunteer drivers to deliver books   
·       Provide direction and guidance throughout the book cleaning session to ensure our quality standards are met  
·       Ensure the book cleaning space is tidy after each shift, including breaking down boxes, delivering books to recycling centers and goodwill and coordinating volunteers to delivery books to recycling centers and goodwill

**Administrative** (20%)

·       Conduct full book inventory quarterly  
·       Troubleshoot office equipment  
·       Order office supplies as needed  
·       Other administrative duties as required

**KNOWLEDGE AND EXPERIENCE**

·       Demonstrated ability to engage, motivate, and supervise volunteers  
·       Desire and ability to communicate clearly and connect easily and enthusiastically with others   
·       Excellent written and oral communication skills   
·       Demonstrated ability to take responsibility for multiple projects and complete them on time with limited supervision  
·       Excellent computer skills, and knowledge or willingness to learn office software including Microsoft Office, Google Suite, and Salesforce or similar constituent relationship management software  
·       Volunteer coordination experience a plus

**QUALIFICATIONS**

·       Has mission-driven desire for organization to have the highest level of positive impact for children served by our program  
·       A high energy, proactive, curious individual who enjoys interacting with people and contributing to the team  
·       Enjoys creative problem solving and engaging others in projects and activities  
·       Comfortable working with people from all walks of life   
·       Requires the ability and constant vigilance to maintain an orderly, tidy workspace  
·       Must have a valid drivers’ license, insurance, and car they can use on a regular basis  
·       Work requires evening and weekend hours

**COMPENSATION**

* Salary: $18.75 per hour
* 15 days of PTO
* 9 named holidays and 2 floating holidays
* Contribution to a Qualified Small Employee Health Reimbursement Arrangement
* Access to Oregon Saves
* 12 hours paid volunteer time off each year

**EQUAL OPPORTUNITY EMPLOYER**The Children’s Book Bank is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, veteran status, or any other classification protected by federal, state, or local law.

**APPLICATION INFORMATION**To apply, submit the following to the Hiring Committee at [positions@childrensbookbank.org](mailto:positions@childrensbookbank.org):  
• Cover letter addressing what makes a great volunteer experience, and why you feel this is the perfect position for you based on your experience and personal interest.   
• Resumé

Review of applications will begin January 3rd, 2022. Open until filled. Priority will be given to applications submitted prior to January 1st, 2022.

**THE CHILDREN’S BOOK BANK**

Help break the cycle of poverty by addressing one of the most important factors affecting children’s literacy and early development – the availability of books at home. The Children’s Book Bank serves to be a place where anyone can make a difference. Enjoy a work environment that is welcoming and accessible and that values creativity, collaboration, staff input, collegiality, and autonomy. The Children’s Book Bank is ADA-accessible with single-stall bathrooms, offers the option of a standing desk and is accessible by TriMet. At The Children’s Book Bank, every staff member is an integral member of the team.

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