

2023 BOOK DRIVE ORGANISING TEAM

On-site Project Leader – Volunteer Position

RESET Society of Calgary is seeking individuals to join the Book Drive & Sale Organising Team. The successful applicant will work with other team members to recruit, train and guide volunteers to prepare the site, sort and pack books during collection, prepare the site and stock for each sale day, and oversee clean up and packing at the end of the sale. This event usually takes place over 6 weeks (April-May) and requires a commitment of four days a week including some weekends.

Responsibilities:

- **Interface with RESET to plan and prepare.**
- **Interface with the Volunteer Coordinator**
- **Interface with the volunteer Pre-sort and Special Books teams**
- **Interface with Service Providers**
- **Prepare the site for book drive teams to collect and sort books and set up for the book sale**

Duties:

- **REVIEW with RESET**
 - Schedule for Load In, Book Drive, Book Sale, Clean site, pack remainders for transport, Load Out
 - Supplies and services
 - Advertising for donations, volunteer recruitment, book sale
 - Volunteer amenities
- **SITE PREPARATION**
 - For each team – collection, pre-sort, book, sorting, special books, book sale
 - Ensure layout meets fire code
 - Volunteer tent
- **INTERFACE with Service & Supplies Vendors**
 - Schedule recycling pickup
 - Interface with Crossroads management for supplies and services
- **SIGNAGE**
 - Review and print – sandwich boards, directional, price lists, sorting carts, book tables, special books
 - Postcard handout to donors
- **BOOK GIVE-AWAY**
 - Schedule and oversee not-for-profit organizations, volunteer book acquisitions after the sale

Attributes:

- Interpersonal communication skills
- Organization skills and ability to prioritize
- Patient, decisive and collaborative
- Ability to lift up to 25lbs

Please email your interest to:

Theresa Jenkins and theresa@resetcalgary.ca and Judy Baldwin at resetbookdrive@gmail.com