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**Volunteer Position: Used Bookstore Assistant**

**Location:** Danville Public Library – StarBooks Danville, IL

**Position Type:** Volunteer

**About Us:** Starbooks is a used bookstore located in Danville Public Library dedicated to promoting literacy and a love for reading. We offer a wide range of gently used books at affordable prices, and all proceeds support Danville Public Library’s Keepsake Collection and the Danville Library Foundation.

**Position Overview:** We are seeking enthusiastic and dedicated volunteers to join our team. As a Used Bookstore Assistant, you will play a vital role in the daily operations of our store, helping to create a welcoming and organized environment for our customers.

**Key Responsibilities:**

* **Customer Service:** Greet customers, assist with book selections, assist with the Keurig and provide information about our store and programs.
* **Inventory Management:** Sort, categorize, and shelve incoming book donations. Ensure books are organized and displayed attractively. Keep the Keurig supplies stocked.
* **Cash Handling:** Operate the cash register, process sales transactions, and handle cash and credit card payments.
* **Store Maintenance:** Keep the store clean and tidy, including dusting shelves, organizing displays, keeping the coffee area clean and ensuring a pleasant shopping experience.

**Store Hours:**

Monday – Saturday, 9 AM to 3 PM  
Closed on Sundays and holidays

**Qualifications:**

* Love of books and reading.
* Friendly and approachable demeanor.
* Strong organizational skills and attention to detail.
* Ability to work independently and as part of a team.
* Previous retail or customer service experience is a plus, but not required.

**Benefits:**

* Gain valuable retail and customer service experience.
* Meet fellow book lovers and be part of a supportive community.
* Enjoy free drinks and a discount on merchandise.
* Contribute to promoting literacy and supporting local programs.

**How to Apply:** If you are interested in volunteering with us, please fill out our volunteer application form [link to application] or visit us at the library, 319 N. Vermilion St. For more information, contact Brooke Truscelli at btruscelli@danvillepubliclibrary or 217-477-5220.

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**Volunteer Application Form**

**Danville Public Library Starbooks**

**Personal Information:**

* **Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **City, State, ZIP Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Availability:**

* **Days Available (Please check all that apply):**
  + ☐ Monday
  + ☐ Tuesday
  + ☐ Wednesday
  + ☐ Thursday
  + ☐ Friday
  + ☐ Saturday
* **Times Available (Please check all that apply):**
  + ☐ Morning (8 AM - 12 PM)
  + ☐ Afternoon (12 PM - 4 PM)
  + ☐ Evening (4 PM - 7 PM Monday-Thursday)

**Volunteer Experience:**

* **Have you volunteered before?** ☐ Yes ☐ No
* **If yes, please describe your previous volunteer experience:**

**Skills and Interests:**

* **Why are you interested in volunteering at Danville Public Library Starbooks?**
* **Do you have any specific skills or interests that you would like to share?**

**Emergency Contact Information:**

* **Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Relationship:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information:**

* **How did you hear about our volunteer opportunities?**
* **Is there anything else you would like us to know?**

**Signature:**

* **Applicant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_