



BOOKMARK BOOKSTORE

721 Washington Street, Oakland • bookmark_bookstore@yahoo.com

◆ Proceeds benefit the Oakland Public Library ◆

Volunteer Staff Member Application

(Please Print Clearly)

**Adults 18 years or older are sought as Bookmark Volunteers.
We ask for one, three hour shift per week and a commitment of six months.**

Date: _____

Name: _____

Mailing Address: _____

Phone Number: (Day) _____ (Evening) _____

E-mail Address: _____

Person to contact in case of emergency:

Name _____ Phone No. _____

Please indicate a **first** and **second** choice for your preferred day and shift time:

Early (E) – 10:00-1:00; Mid (M) – 12:30-3:30; Late (L) – 2:30-5:30

Store Hours

	MON 10:30-5:30	TUES 10:30-5:30	WED 10:30-5:30	THURS 10:30-5:30	FRI 10:30-5:30	SAT 10:30-3:30	SUN 10:30-2:00
Early							
Mid							
Late						N/A	N/A

How did you hear about the Bookmark? Are you familiar with our store?

~ Turn Over the Page Please ~

Your skills and experience (*please include volunteer and recent work experience*):

Are you perhaps available to do an occasional donation pick up? If yes, approximately how many boxes will fit in your vehicle?

Your Current Occupation and Employer:

What special skills and interests do you have: (retail store operations, merchandise displays, public relations, marketing, community outreach, book searches)

Are you fluent in any language(s) other than English? (*Please indicate reading/writing/speaking fluency.*)

ORIENTATION AND TRAINING: Upon joining the store, new staff members are introduced to a variety of tasks: Cash register operation, pricing books, shelving, straightening shelves, assisting customers, and accepting incoming donations. You will also receive a copy of our store manual, which is a supplement to the hands-on training provided by experienced staffers plus the store managers.

***Thank you for applying to the Bookmark Bookstore!
We hope you will join us in our mission to support the Oakland Public Library***