



## **VOLUNTEER POSITION DESCRIPTION**

**TEAM/TASK:** BOOKSTORE ASSISTANT

**TEAM LEAD:** Janet Cervantes, Bookstore Manager      [bookstore@cslsj.org](mailto:bookstore@cslsj.org)

**TIME COMMITMENT/FREQUENCY/DURATION:**

Approximately one Sunday every month between the 1st and 2nd service and for 45 minutes after the second service, with flexibility to sometimes exchange shifts with other team members.

We request an initial 12-month commitment.

**SKILL(S) REQUIRED:**

- A people person: friendly and outgoing ready to reach out to new and current Center members. The bookstore is not only a place of business but also a gathering place for fellowship and support.
- Social but willing to sometimes concentrate in a busy service environment.
- Comfortable with a cash register and credit card processing machine. Previous cash handling or retail experience is helpful, but not necessary. We will train and mentor.
- The completion of some Center classes or familiarity with spiritual literature is helpful. You will be working alongside the manager and other volunteers to answer guest questions.

**TRAINING:** Training and mentoring by the bookstore manager and experienced volunteers for the first two Sundays and as needed.