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) – 10:30-1:30; Mid (M) – 1:00-4:00

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<th>WED 11:00-4:00</th>
<th>THURS 11:00-4:00</th>
<th>FRI 11:00-4:00</th>
<th>SAT 11:00-4:00</th>
<th>SUN 11:00-4:00</th>
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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 is your COVID vaccination status?


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*