



VOLUNTEER OPPORTUNITY

Position Open: Tuesday, June 1, 2004, until sufficient applications received.
Position Title: Library Sales Desk Attendant
Department/Division: Library
Worksite Address: 64 E. First Street
Hours/Week: 4 hours per week, either between 9:30 a.m. - 5:00 p.m. Monday - Friday, or 1:00 p.m. - 7:30 p.m. Saturday and Sunday.
Comments: Desk schedule is flexible and will work around availability.

Position Description: To assist the library in raising funds by selling donated and withdrawn books and other items. Interact with the public; answer directional questions; run a cash register; take money and make change. Keep the sales area neat and tidy, by facing out books and scanning racks for ripped or damaged materials. Take donations. Help the patron by getting them a cart from the west hallway if necessary; offer patrons a receipt for donations. Determine which donation items can be sold at the desk. Place merchandising dots on items.

Qualifications: The volunteer must be detail oriented, accurate and enjoy public service. Must be able to make change and assist patrons with book sales.

Application and Selection Process: Human Resources reserves the right to close this position without prior notification. Please complete the Volunteer Application available at Human Resources. Applications will be reviewed and may be selected for an interview. If you are invited to a testing process and might require reasonable accommodation to participate, please advise Human Resources at the time you are contacted.

APPLY: CITY OF MESA HUMAN RESOURCES
20 E. MAIN STREET, SUITE 130
MESA, ARIZONA 85201
7:00 a.m. - 6:00 p.m. Monday - Thursday

MAIL APPLICATIONS TO:
HUMAN RESOURCES
P. O. BOX 1466
MESA, AZ 85211-1466

Website: <http://www.mesaaz.gov/jobs>
OFFICE (480) 644-2365

JOB HOTLINE (480) 644-2759
OR 1-800-662-5053 Toll Free

**The City of Mesa respects, values,
and welcomes diversity in our workforce.
To this end, we encourage all interested people to apply.**