

Confidential A.A. Document

## York Area Intergroup of Alcoholics Anonymous

### Job Description: Bookstore Volunteer

#### Summary

Bookstore volunteer assists customers with finding and purchasing items in the bookstore. Performs other operational duties as assigned by either the Bookstore Manager or “Volunteer(s) with Key” in charge.

#### Qualifications

There is no sobriety requirement to be a volunteer at the York Area Intergroup’s Bookstore. However, you must be sober the day you are volunteering. All that is needed for this service opportunity is a willingness to be of service to Alcoholics Anonymous and time to contribute.

#### Duties

Under the supervision of the Bookstore Manager or the “Volunteer with Key” in charge, the volunteer will assist in providing a welcoming atmosphere for customer and assisting them in finding and purchasing items in the bookstore and performs other operational duties as assigned; such as stocking and pricing A.A. literature received, assisting in the general cleanliness of the bookstore and helping in maintaining an accurate inventory.

#### Training Requirements

There’s no minimum training requirement to be a Bookstore volunteer. But you must be sober while volunteering.

## **Knowledge and Skills Requirements**

There are no minimum knowledge and skills requirement to be a Bookstore volunteer.

## **Working Conditions**

The Bookstore volunteer normally work during normal store hours, although unscheduled work may be necessary for events like workshop(s), group events or local conference (i.e. Sunlight of the Spirit). They may have to be exposed to dust when doing inventory related tasks and perform minor lifting when stocking and pricing literature.