

Confidential A.A. Document

York Area Intergroup of Alcoholics Anonymous

Job Description: Bookstore Volunteer with Key

Summary

Bookstore Volunteer with Key will possess the bookstore door code and outer hallway door key to open and close the bookstore during hours assigned. Assists customers with finding and purchasing items in the bookstore. Performs other operational duties as assigned by the Bookstore Manager and supervises other volunteer(s).

Qualifications

The Volunteer with Key must have two or more years of continuous sobriety. It is recommended that they be active in a homegroup, intergroup, and/or district, where they have developed a desire to serve and encountered situations in which the Twelve Traditions have been called upon to solve problems. Having had service positions such as a Group Chairperson, Treasurer, Intergroup Representative or Group Service Representative is examples of service positions showing active participation in the program of Alcoholics Anonymous.

Duties

The Volunteer with Key will open and close the bookstore during hours assigned and supervises other volunteer(s) if the situation presents itself. They will assist in providing customers with a welcoming atmosphere 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

Prior to being given a building outer door key and the inner door key code the Volunteer with Key will attend 4 training shifts/sessions.

Knowledge and Skills Requirements

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

Working Conditions

The Volunteer with Key normally work during normal store hours assigned, 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.