



BookSmiles is hiring!

Posted 3/31/2026

Volunteer Engagement Coordinator & Operations Lead

Location: BookSmiles, 7300 N. Crescent Blvd, Unit 10, Pennsauken, NJ 08110

Love books? Love people? This role is for you.

BookSmiles distributes hundreds of thousands of books each year to children across New Jersey and the Greater Philadelphia region. We're looking for a hands-on, outgoing, and organized team member to help our mission thrive.

What You'll Do:

- **Welcome, train, lead, and engage** volunteers in the warehouse, keeping operations running smoothly while creating a warm friendly atmosphere
- Maintain and coordinate our Sign Up Genius platform and Corporate sorting calendar
- **Sort, pack, and prepare books** for schools, libraries, and community partners
- **Lift and move boxes up to 40 lbs throughout the day**
- Make occasional deliveries to partner sites
- **Assist the warehouse manager** to ensure the warehouse is organized, safe, and mission-ready
- Support special projects tied to campaigns and community events

What We're Looking For:

- **Energetic, outgoing, and personable**—you'll be the face of BookSmiles in the warehouse
- Strong organizational and multitasking skills
- **Comfortable giving direction and coordinating teams**
- **Physically able to lift boxes and be active on your feet**
- Valid driver's license and clean driving record.
- Passion for literacy and making a difference in children's lives

Why You'll Love Working Here:

- Directly impact the lives of thousands of children
- Work alongside a mission-driven, collaborative team
- Opportunities for growth into operational or community-focused roles
- Be part of a nonprofit recognized for meaningful regional impact

Other Information:

Starting pay: \$18.50/hr

Benefits: Effective after 90 days: PTO, sick time, medical, dental & vision insurance, Simple IRA with match, and paid holidays

Ready to Join Us?

Send your resume and a brief note telling us why this role excites you to: Carter@booksmiles.org