



BookSmiles is Hiring!

Weekend Sorter/Packer

BookSmiles, a South Jersey 501(c)(3) nonprofit, is hiring for two part-time weekend book sorters and packers. This is a great position for a high school senior about to graduate, a college student looking for weekend work, or someone looking for supplemental weekend employment. BookSmiles is a rapidly growing nonprofit, committed to irrigating book deserts, giving children in under-served communities the chance to build their own libraries starting at birth.

Job Description

Part-time: Saturday and/or Sunday 9:00-3:00. Flexible schedule, but must be able to work at least three weekend days a month.

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

Associate will work under the supervision of Operations Manager and Warehouse/Estate Manager. Outgoing and friendly personality a must.

- Sort and pack books according to BookSmiles best practices.
- Accept book donations from public, helping to unload vehicles and providing tax receipt forms.
- Assist educators who are picking up books. Help load their vehicles.
- Occasionally, you may go on book pick up runs with Warehouse Manager.
- May assist in estate library clean out.
- Coworker will be trained to use a pallet jack.
- Warmly greet teachers, volunteers, book donors, and others who visit the book bank.

Must have:

- Must be able to lift up to 50 lbs (average weight of a box of books) throughout the day.
- Ability to work in warehouse conditions: concrete floor, temperature extremes, (dirt)
- Must have dependable transportation, be on time and able to work unsupervised.

Benefits:

- Pay: \$16.50 to start, raise after a 90 day probationary period.

To apply:

Send an email of interest to Larry Abrams. Larry@booksmiles.org

If you have a resume, please attach to email. Put "Weekend Associate" in the subject line.