



# Watson's Mill Manotick Inc.

## Used Bookstore

### Volunteer Job Description

#### 2025 Season

The Watson's Mill Used Bookstore started in 2001 with the sale of used books from boxes that were placed on the floor of the Mill. In 2009, it was moved to its present site in the Carriage Shed. The Bookstore has become an important part of Watson's Mill Manotick Inc., and supports the maintenance and operations of Watson's Mill & Dickinson House. This annual eight-month fundraising activity (April to December) has provided increasing amounts of monetary support for the site. In 2024 The Used Bookstore raised \$53,000, a new record!

**LOCATION:** Carriage Shed, 5524 Dickinson Street, Manotick, ON

**VOLUNTEER TIME COMMITMENT:**

One regular two-hour shift each week, additional time based on volunteer interest/availability  
April to early December

**ALL VOLUNTEERS REPORT TO:** WMMI Management Staff

**TRAINING:**

One orientation session and one the job training by veteran volunteers

**USED BOOKSTORE VOLUNTEER**

**Main Tasks:**

- Sorting books and other donations in categories/genres
- Placing sorted material onto shelves in alphabetical order
- Receive and process payments by cash, use the Square card terminal for processing credit/debit payments
- Place merchandise in bags
- Offering assistance to customers as needed
- Help to maintain cleanliness of store and shelves, dusting shelves
- Communicate with other volunteers as needed
- Uphold volunteer expectations

Volunteers may also choose to become a Genre Organizer, Volunteer Coordinator, or Window Display Facilitator.

**Expectations:**

- Support the mission of Watson's Mill Manotick Inc., the non-profit organization responsible for the site operations and maintenance
- Arrive on time and stay until replacement arrives or when the store closes

- Be part of a volunteer team, co-operating with your shift partner and other volunteers
- Treat all customers with equal respect and courtesy
- Report any issues, concerns, questions to WMMI Management Staff
- Return all cash collected (if working closing)
- Adhere to all relevant policies and legislation, including, but not limited to, Health & Safety, Code of Ethics, Violence and Harassment Policy, etc.

**Qualifications/Working Conditions**

- General knowledge of books and literature
- Able to volunteer a minimum of 2 consecutive hours, once a week
- Able to shelve books in alphabetical order
  
- Frequent standing, bending, stretching
- Able to lift stack of books (2-10 lbs)