**BOOKtique Manager**

Position description

BOOKtique is a used bookstore run by the non-profit Friends of Lake Oswego Public Library (FOLOPL). It has two satellite locations in Lake Oswego staffed by volunteers and administered by a paid manager with the mission to raise program funds for the Lake Oswego Library. BOOKtique stores contain books donated by local citizens and books withdrawn from the shelves of the Lake Oswego Library. Sales support Lake Oswego Library programs including Lake Oswego Reads, Summer Library Challenge, Books for Babies, monthly author presentations, trivia nights and other programs. The BOOKtique manager reports to the president of the non-profit board and is responsible for revenue goals by managing a group of volunteers and overseeing the operation of the stores. This is a full-time salaried position. FOLOPL strives to be a welcoming organization and encourages diversity in its administration and volunteers. Salary range: $40, 000 to $42,000 per year depending upon qualifications and prior experience.

**Management Responsibilities:**

***Planning and Reporting***

* Develop a brief annual plan
  + Set revenue goals annually and by quarter
  + Provide input into the operating budget
  + Develop policies and procedures for BOOKtique operations
* Report metrics such as volunteer hours, revenue, etc. to Board as requested

***Implementation***

* Provide clear guidelines for volunteers and manage scheduling and procedures
  + Identify potential shift supervisor candidates
* Manage book donation process and implement best practices
* Maintain Basil, Amazon, Chrisslands and BWB vendor relationships
  + Develop and implement policies and procedures for Amazon and BWB book sales
* Develop and implement advertising/marketing strategies including outreach and promotions
* Oversee BOOKtique website and maintenance <https://www.thebooktique.org>

**Staff and Volunteer supervision**

* Supervise volunteer assistants
* Train and develop shift supervisors; oversee as needed
* In coordination with shift supervisors, identify volunteer staff talents and skill sets to provide meaningful volunteer experience while maintaining a non-profit bookstore mission

**Qualifications**

* Positive and welcoming personality is a plus. Enjoy working with volunteers and the public
* Prior retail experience desired
* Prior volunteer or volunteer management experience highly desired
* Self- motivated, self-starter
* Proficiency with budgeting, computer, network software, printers, etc.
* Ability to stand for multiple hours and lift up to 40 pounds as needed
* Ability to interact professionally and cheerfully with donors, volunteers, board members and the public