



Volunteer Opportunity:  
Department/Division:

**Friends Café Book Sale Assistant**  
Library – Circulation

**Contact**

Malaika Marion 817-788-7311  
Managing Director/Community Services mmarion@hursttx.gov

**Location**

Hurst Public Library  
901 Precinct Line Rd.  
Hurst, Texas 76053

**Qualifications**

Must possess ability to sort and file, have good organizational skills, be dependable, and be able to lift light to medium weight materials.

**Duties**

- Organize and maintain bookstore shelves on a weekly basis
- Replenish book shelves with donated materials
- Work under guidance of Library staff or Friends of Hurst Public Library members

**Requirements**

Minimum age: 18  
Time Commitment: once a week (during Library hours)  
No Criminal Record

**Training**

Will be provided as needed.

**Physical Demands**

Must be able to stand, push, pull, lift (up to 15 lbs), reach, bend, and stoop for extended periods of time. Visual and hearing acuity.

**Mental Demands**

Speak and write clearly; comprehend, retain, and follow oral and written instructions; effectively communicate.

**Environmental Conditions**

Volunteer will work inside and be protected from weather conditions; works in a clean, well-ventilated, and well-lighted environment. Moderate traffic and immediate distractions in immediate area.