Wichita Adult Literacy Council
2301 Kell East Blvd. Ste 218 Wichita Falls, TX 76308
(940) 766-1954 www.wfwalc.org

Book Room Manager Job Description

Revised September 2026

The Book Room Manager processes transactions and coordinates volunteers to manage the intake of donated re-saleable books. A love of books and a knowledge of genres will assist this role in providing service to WALC and in training volunteers. The person in this role must be professional, polite and attentive while also being accurate. This person is expected to support WALC through participation in organizational functions, as appropriate, most prominently WALC's annual Book Fair. The Book Room Manager will join a small staff that highly values teamwork.

Position Title: Book Room Manager

Reports to: Executive Director

Status: Part-time, hourly position, 12 hours per week; with occasional extra hours for events (Book Fair)

Hours: 9:00 – 3:00 Tuesday & Thursday **OR** 9:00 – 12:00 Monday – Thursday (12 hours a week)

Rate: $12 - $14 an hour (based on experience)

Required Qualifications:

- Must have a high school diploma or GED
- Strong interpersonal skills and ability to communicate effectively
- Detail oriented
- Must be able to multitask
- Ability to work independently without constant supervision
- Must be able to stoop, stand and lift up to 40 pounds
- Proficient in Microsoft Office and basic computer skills for the workplace
- Attendance & assistance at approximately 2 fundraising events a year

Job Functions:

- Receive donated "re-saleable books" to pre-sort by genre and wrap for storage
- Coordinate moving of boxes and sorted books to storage and from storage to Book Fair
- Distinguish unsaleable items and graciously decline them
- Supervise book room volunteers
- Obtain necessary supplies for repairing, sorting books and storing them
- Train book room volunteers to sort, wrap and store donated books
- Post books on AbeBooks worth $30 or more and store said books in Conference Room alphabetically
- Search Google and other related sources (ebay, Amazon, and Abe) to obtain product knowledge for book values and price the books for sale appropriately
- Maintain an up-to-date inventory of all books for sale online
- Work closely with Executive Director, Board of Directors and Admin to plan successful Book Fair
- Communicate with other agencies regarding reciprocal book donations and other related supports
- Repatriate genealogical and historical items to appropriate entities

More information about WALC can be found at www.wfwalc.org.
Interested candidates should email the following application to director@wfwalc.org.
WALC is an Equal Opportunity Employer.

Wichita Adult Literacy Council

Wichita Adult Literacy Council Employment Application

WALC is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available		Desired Salary	
Position Applied for			
Are you a citizen of the United States? YES NO	If no, are you authorized to work in the U.S.? YES NO		
Have you ever worked for this organization? YES NO	If so, when?		
Have you ever been convicted of a felony? YES NO	If yes, explain		

EDUCATION			
High School		City/State	
From To	Did you graduate? YES NO	Degree	
College		City/State	
From To	Did you graduate? YES NO	Degree	
Other		City/State	
From To	Did you graduate? YES NO	Degree	
Computer Skills/Experience			

REFERENCES	
Please list three professional references.	
Full Name	Relationship
Email	Phone ( )
Company	
Full Name	Relationship
Email	Phone ( )
Company	
Full Name	Relationship
Email	Phone ( )
Company	

Wichita Adult Literacy Council

PREVIOUS EMPLOYMENT		
Company		Phone ( )
Address		Supervisor
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES NO		
Company		Phone ( )
Address		Supervisor
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES NO		
Company		Phone ( )
Address		Supervisor
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES NO		

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE

Signature	Date

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information on my application or interview may result in my release.