

<b>Position:</b>	<b>Book Nook Manager</b>	<b>Spiritual Gifts:</b>	Serving • Welcoming
<b>Ministry Area/ Department:</b>	Congregational Life - Hospitality	<b>Talents or Abilities Desired:</b>	Comfortable talking to/greeting newcomers • Organized • Responsible
<b>Accountable To:</b>	Sharon Thompson, Director of Membership & Hospitality	<b>Personality Traits:</b>	Hospitable, not shy (or able to overcome shyness) • Sensitive to needs and feelings of others •
<b>Ministry Target:</b>	Congregation and guests	<b>Passion For:</b>	Books • Learning • Unitarian Universalism • First Unitarian Church of Dallas
<b>Position Is:</b>	Volunteer	<b>Length of Service Commitment:</b>	One year minimum
<b>Position May Be Filled By:</b>	Church members		

#### Job Description

##### Job Purpose:

The Book Nook manager oversees and directs the operation of the Book Nook. This begins with welcoming people to church on Sundays and answering questions about books, church activities that may be taking place that day and Unitarian Universalism in general. The Book Nook manager will recruit and train a team of volunteers to staff the Book Nook each Sunday and maintain the Sunday volunteer schedule. The ideal candidate will have a love of books, be well versed in Unitarian Universalism beliefs and values, and enjoy meeting newcomers and sharing information with them.

##### Anticipated Time Commitments:

- **Doing ministry/preparing for ministry:** two hours a month
- **Participating in meetings/training:** 2 per year, others as needed, minimal
- **Time Commitment:**  
**Staffing the Book Nook:** 1 Sunday per month, other Sundays as needed  
**Arrive:** 9:00 am; **Off duty:** 12:00 noon | May attend 1<sup>st</sup> or 2<sup>nd</sup> service  
**Recruiting/training volunteers to staff other Sundays,** 1-2 hours per month, as needed  
**Pricing/shelving/arranging new books:** 2-3 hours monthly, as needed

##### Responsibilities/Duties:

- Ensure the Book Nook is open for business on Sunday and staffed
- Keep the Book Nook stocked with books including ordering books as necessary
- Greet visitors and provide information on books as needed.
- Recruit, manage, and schedule Book Nook team members to staff the Book Nook on Sundays.
- Deposit book money according to church accounting procedures
- Coordinate with ministers, staff, and library volunteers for special events involving books.