

Scholastic Book Fair Volunteer The Knapp School

Purpose

The 2024 Knapp School Scholastic Book Fair Volunteer will provide an enriching atmosphere to students and their families shopping for books. Volunteers will assist students and their families to find books to purchase, help with check out, clean up and reorganize the room, and lift boxes of books while maintaining a safe space for all attending.

The program will take place at the Knapp School & Yeshiva in West Rogers Park from March 13th through the 15th and March 18th through the 21st. The volunteer supervisors for the Scholastic Book Fair are The Knapp School Principal and Knapp School Teachers/Staff.

Site & Time

- **Site:** 3145 West Pratt Boulevard, Chicago, IL 60645
- **Time:**
 - Wednesday, March 13th – Friday, March 15th
 - Monday, March 18th – Thursday, March 21st
- **Shifts:** 2-4 hours.

Responsibilities

- **Before the Fair (March 13)**
 - Unpack boxes, reorganize tables and shelves, create shoppable departments with Scholastic books and merchandise, assemble signage related to the book fair, and setup a checkout counter with Scholastic POS Systems.
 - Become trained in the Scholastic Book Fair POS System.
- **During the Fair (March 14, 15, 18, 19, and 20)**
 - Help clients in finding and selecting books at the book fair including answering questions about available books, current prices, and/or give recommendations.
 - Organize and restock books or products as needed.
 - Assist “shoppers” through the checkout process.
- **After the Fair (March 21)**
 - Breakdown tables and displays.
 - Organize and pack remaining merchandise into boxes for shipment.
 - Take a final inventory of unsold products and move unsold inventory to pickup area.

Traits

- Is kind, patient, and flexible to children, their families, and staff.
- Can lift 30-35 pounds comfortably and safely.
- Well organized and proactive in the upkeep of the Scholastic Book Fair room.

Key Interactions

Clients	Staff		
Volunteers			

If interested, please email volunteers@jcfs.org.