



BOOKSTORE MANAGER

The Green Read | Environmental Defenders

Location: Crystal Lake, Illinois

Schedule: Part-time, 20 hours per week

Compensation: \$22,083 annually (\$21.23 per hour)

Reports to: Executive Director

Position Overview

The Bookstore Manager oversees the day-to-day operations of The Green Read bookstore in Crystal Lake and helps create a welcoming, organized, and engaging experience for customers, volunteers, and community members.

This is a hands-on, part-time position requiring approximately 20 hours per week, including some evening and weekend availability. The Manager works independently while collaborating closely with Environmental Defenders staff and bookstore volunteers.

The successful candidate will have retail experience, excellent customer service and communication skills, strong organizational abilities, and an enthusiasm for books. A genuine interest in and commitment to the Environmental Defenders' environmental mission is important. Managerial or supervisory experience is preferred.

Key Responsibilities

Store Operations

- Oversee daily bookstore operations, ensuring the store is welcoming, organized, and customer-focused.
- Track sales and sales trends, balance bank bags, and make cash deposits if needed.
- Monitor and respond to bookstore email.
- Assist volunteers with assessing and processing book donations.
- Maintain appropriate supplies of business cards, donation credit slips, and other printed materials, with support from the Communications Manager.
- Notify the Executive Director when purchases are needed, including office, cleaning, and bookstore supplies.
- Perform light cleaning and maintenance as needed.
- Deliver rejected book donations to the Woodstock Library.
- Maintain organized bookstore files and records.

Volunteer Management

- Create a monthly volunteer schedule
- Coordinate and support bookstore volunteers, including training new and returning volunteers.
- Communicate with volunteers regarding schedules, store procedures, events, and other bookstore needs.
- Foster a welcoming, positive, and collaborative environment for volunteers.
- Hold quarterly volunteer meetings.
- Respond to volunteer questions or concerns and work with the Executive Director as needed to address issues.

Marketing & Communications

- Collaborate with the Environmental Defenders Communications Manager to provide bookstore content for the organization's weekly eNews and social media.
- Work with the Communications Manager to develop graphics, flyers, and other promotional materials as needed.
- Promote Environmental Defenders events at the bookstore using materials provided by the organization.
- Take photos at bookstore events and provide them to Communications staff.
- Submit an article for the Environmental Defenders' quarterly *Earth Connect* newsletter.

Events & Community Engagement

- Coordinate with the Executive Director and Communications Manager regarding the bookstore's participation in community events.
- Help promote Environmental Defenders programs and events through the bookstore.

Merchandising & Store Displays

- Notify the Executive Director to order new merchandise, including puzzles, gifts, stationery, and other appropriate items.
- Work with bookstore volunteers to design and update seasonal window displays and sign boards.

Ongoing & As-Needed Responsibilities

- Update the shared calendar with bookstore activities, events, and other relevant information.
- Submit a monthly work report to the Executive Director.
- Meet quarterly with Environmental Defenders staff.

Required Skills & Qualifications

- At least 2 years of retail experience; managerial or supervisory experience preferred.

- Excellent customer service and communication skills.
- Ability to work independently and collaboratively with staff and volunteers.
- Strong organizational and time-management skills.
- Ability to lead, support, train, and work effectively with volunteers.
- Basic financial understanding and the ability to responsibly handle cash and sales records.
- Basic proficiency with Google Workspace and retail technology such as Square.
- Event planning and coordination skills.
- File organization and record-keeping skills.
- Broad knowledge of books and enthusiasm for reading.
- Genuine interest in and commitment to the Environmental Defenders' environmental mission.
- Ability to manage multiple responsibilities and prioritize tasks within a 20-hour workweek.

Schedule & Compensation

This is a **part-time position of approximately 20 hours per week**. The position requires flexibility in scheduling, including some weekends and occasional evening hours for book club meetings or special events.

Compensation: \$22,083 annually (\$21.23 per hour)

The Bookstore Manager's schedule and responsibilities will be coordinated with the Executive Director to ensure that core bookstore operations remain the priority and that periodic events, marketing activities, merchandising, and other responsibilities are appropriately scheduled within the available hours.