



F.O.L.K.
FRIENDS OF THE
LIBRARIES, KONA

75-138 Hualalai Road, Kailua-Kona, HI 96740
Contact us at <https://folkhawaii.com>

F.O.L.K. is a 501(c)(3) non-profit organization supporting the Kailua-Kona and Kealahou libraries.

Mission Statement:

Strengthen the Kailua-Kona and Kealahou communities by enhancing library services and programs to improve literacy.

Director of Sales

We are actively seeking a Director of Sales to join the F.O.L.K. Board of Directors and who will manage our disparate sales programs (monthly sales, library lobby purchases and online purchases). The Director of Sales will:

1. Work with Kailua-Kona Branch Manager to schedule book sale dates for the year.
2. Design and approve printing of bookmarks with book sale information.
3. Coordinate monthly book sales.
4. Create and maintain all signs used at the book sales (e.g. price lists, category signs, special books, etc.).
5. Work with volunteer director to ensure book sales are properly staffed.
6. Oversee the Library Back Bay and sorting of donated books weekly.
7. Ensure discards are taken to the landfill.
8. Set aside special books to be priced accordingly.
9. Oversee books taken to Kealahou library for their ongoing lobby book sale.