



THE BOOK CLUB OF CALIFORNIA

312 Sutter Street, Suite 500
San Francisco, CA 94108-4320

Programs Volunteer

The Book Club of California is a nonprofit cultural center, publisher, and library dedicated to supporting and preserving the book arts, as well as the history and literature of the West. Our membership is made up of a diverse and vital community united by a love of fine books and the marriage of content and craft. BCC members include printers, binders, typographers, historians, librarians, curators, collectors, readers, scholars, and people who simply love books. They hail from all over the world, representing 38 states and 8 countries.

The Book Club seeks an amiable, punctual, and professional Programs Volunteer to support the club's weekly programs and operations. Volunteers will attend enlightening talks and presentations by renowned professionals in the book arts community and get to know the rich history present at the Book Club. Volunteers will report to the Programs and Publications Coordinator.

RESPONSIBILITIES

Programs and Events

- Prepare clubroom for Monday evening programs by helping with setup (chairs, tables, etc.)
 - * Volunteers **MUST** be available on (or some) Monday evenings
- Assist with preparations of hospitality for programs reception
- Assist with checking in guests and members
- Assist with breakdown of evening programs (clean up, putting away chairs, etc.)
- If available, support Programs and Publications Coordinator during other evening programs as needed

TO APPLY:

Please send the following to programs@bccbooks.org:

- Current resume
- Reference form*
- Volunteer application form*

**both forms may be found on the Book Club of California website*

We look forward to hearing from you! Thanks for your interest.