

BOOKS ALOUD, INC.
150 E. San Fernando St. San Jose, CA 95112
(408) 808-2613

VOLUNTEER OPPORTUNITIES

FUND RAISING COMMITTEE

Assist in planning and implementing events

BOOK SELECTION COMMITTEE

Review and recommend books to be recorded

READER

Requires clear, strong voice, Must Pass an Audition, Recording is done in our studios

RECORDING ENGINEER

Record Readers on Computer, Detail Oriented

EDITING TECHNICIAN

Edit audio books after read is complete, create master tapes and CDs

QUALITY CONTROL / PROOF READER

Listen to completed audio book , While following along in the book

DUPLICATING

Make copies of audio books

ASSEMBLY

Assemble the audio books for circulation

CIRCULATION

Select titles for clients, Check-out books on computer Prepare daily shipments

CHECK-IN

Open mail boxes, Check-in books on the computer, Rewind tapes & Shelve books

MAIL

Fold, staple & label newsletters and flyers

FILING

File & maintain various clerical files

REPAIRS

Duplicate tapes, Check tape ends, Check sound quality, Mend & clean albums

OVERDUES

Track & monitor return of all tapes, Notify clients of overdue tapes

CLERICAL SUPPORT

Enter new titles in data base, Process all new titles & albums
Maintain supply of office forms, Prepare mailing envelopes