Position Title: Clothes Closet Bin Courier

Date: June 28, 2016

Location: Clothes Closet (and bins located throughout the county)

Revision Date: July 1, 2022

Goal: Assist staff with duties related to operating the Clothes Closet.

Supervisor: Clothes Closet Manager and Assistant Manager

Duties:
• Pickup up donations from Clothes Closet locations throughout the county (see separate sheet for locations).
• Sort items according to clothing and household items or as directed by supervisor.
• Bring donations to the Clothes Closet.
• Assist donors by helping to carry in donations from their car to the back room.
• Assist customers in selecting, purchasing items when needed.

Training:
• Attend volunteer orientation
• Receive training from Clothes Closet management and/or shadow other volunteers

Qualifications:
• Ability to communicate effectively and positively with customers, fellow volunteers and staff.
• Maintain a professional, respectful, courteous and compassionate relationship with customers.
• Ability to lift 25 pounds.
• Constant sorting, hanging, and handling of donations.
• Maintain client confidentiality at all times.
• Position requires bending, standing and pushing.
• Onsite volunteers working during business hours are required to be fully vaccinated against Covid-19 and follow safety protocols which are updated based on the most CDC and VDH guidelines. Safety protocols are posted in the building and added to the website.

Time Required: varies

Benefits:
• Opportunity to impact your community by helping provide basic human needs.
• Team working environment including staff and other volunteers.
• Meet new people.

The mission of GoochlandCares is to provide basic human services and health care to our Goochland neighbor in need.