



## Volunteer Position Description

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.**

