



Volunteer Position Description

Position Title: Clothes Closet Volunteer Lead	September 24, 2018
Location: Clothes Closet	Revision Date: July 1, 2022

Goal: Lead a team of volunteers who sort and stock donations in the Clothes Closet after hours. This is a volunteer lead project conducted during non-staff hours while the Clothes Closet is closed.

Connection to Mission: Streamline inventory flow to provide low income individuals with access to clothing and small household items.

Supervisor: Clothes Closet Manager and Assistant Manager

Duties:

- Recruit a team of 2-4 volunteers, adults and/or youth who are 12 years or older accompanied by an adult, to assist with sorting donations.
- Contact Clothes Closet staff to confirm schedule and to check if there are any special instructions for shift.
- Arrive 10 minutes before scheduled time. Use the passcode to enter the stockroom.
- Sign-in and ask the volunteers to sign-in.
- Sort donations and place in appropriate bins or on hangers.
- Communicate any questions or comments to Clothes Closet staff.
- Shut off lights and be sure the door is locked behind you.

Training:

- Attend volunteer orientaiton.
- Attend 2-3 training sessions from Clothes Closet management prior to team project.

Qualifications:

- Interest in working after hours.
- Ability to communicate effectively and positively with fellow volunteers and staff.
- Ability to lift 25 pounds.
- Constant sorting and handling of donations.
- Maintain client confidentiality at all times including the access code to the door.
- 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: 2-3 hour shifts/one per month; varies and arranged with Clothes Closet management

Benefits:

- Opportunity to impact your community by helping provide basic human needs.
- Meet new people.