



## Volunteer Position Description

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| Position Title: Clothes Closet Volunteer | Date: August 18, 2020       |
| Supervisor: Clothes Closet Manager       | Revision date: July 1, 2022 |

### **Connection to Mission: Assist low income individuals get clothing and small household items**

**Supervisor:** Clothes Closet Manager and Assistant Manager

**Duties:**

- Answer the bell to greet donors and assist with accepting donations. Provide tax receipt, if donor would like one.
- Evaluate, sort, hang, discard, tag, organize donations.
- Answer the phone and take client's order.
- Price donations such as small household items..



**Qualifications:**

- Commitment to a professional, courteous, and compassionate relationship with clients while avoiding any favoritism.
- Commitment to maintain client confidentiality at all times.
- Ability to lift heavy items up to 25 lbs.
- Ability to stand for long durations, with frequent bending, lifting, hanging, and sorting of donations.
- Ability to communicate effectively and positively with fellow volunteers, clients, donors, and staff.
- Flexibility with regards to donation volume and time requirements.
- Adherence to safety guidelines
  - Infectious disease control (including wearing a mask, maintaining social distancing, frequent hand washing, etc.) These guidelines will be updated as new information is provided by the Center for Disease Control and Virginia Department of Health.
  - Clothes Closet Policies including limited number of people in stockroom and selling floor.

- 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.

**Training:**

- Volunteer Orientation
- Training from Clothes Closet staff and volunteers
- Trauma-Informed Care (optional)

**Time Required:** 2 hour shifts Monday-Saturday

**Benefits:**

- Impact your community by helping provide basic human needs –food.
- Meet new people.
- Work in team environment including staff and other volunteers.

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