

20th FSS AIRMAN & FAMILY READINESS SECTION VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Airman's Attic Coordinator
ORGANIZATION: 20 FSS/FSFR
CONTACT PERSON: Mr. Rodgers W. Gardner II, Section Chief
PHONE: 895-1252
WORK LOCATION: Old Base Exchange
ADDRESS: Apply at A&FRC - 524 Stuart Ave Shaw AFB, SC
HOURS NEEDED: Flexible
DAYS NEEDED: Mon – Sat (Assist w/sorting and stocking)
HOURS OF OPERATION: 0930-1230 Tuesday & Thursday

VOLUNTEER DUTIES:

1. Coordinate the receiving/distribution of donated items.
2. Sort items to ensure that only clean, appropriate and functional items are kept.
3. Test all appliances to ensure proper working condition.
4. Arrange pick up of donations from the Thrift Shop, Chapel and other locations when necessary.
5. Responsible for keeping the Attic clean and neat.
6. Responsible for the arrangement and appearance of donated items.

SPECIAL REQUIREMENTS:

1. Ability to adhere to rules and guidelines
2. Customer relations skills
3. Excellent phone Skills

ADVANTAGES FOR VOLUNTEERS WORKING IN YOUR ORGANIZATION

1. Obtain a variety of skills to put on a resume
2. Meet all kinds of new and interesting people
3. Childcare offered

TRAINING:

1. Will train volunteer on office operations
2. One-on-one instruction

Signature of "Volunteer"

Date

Signature of Volunteer Supervisor

Date