VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: ORGANIZATION: CONTACT PERSON: PHONE WORK LOCATION: ADDRESS: DAYS NEEDED: Thrift Shop – Consignment Clerk Thrift Shop Kristen Butler or Michelle Pearman 895-6280 Bldg 1040 Blue Jay Street (Off Highway 441) Monday (0930–1230) Thursday (0930 – 1400 and 0730-1930) First Saturday of the month (0930-1230)

VOLUNTEER DUTIES:

- 1. Tactfully advise customers on pricing
- 2. Assist consignors promptly and politely
- 3. Sort items to ensure that only clean, appropriate and functional items are kept. Be familiar with what is considered unacceptable consignments.
- 4. Enter contracts into the computer
- 5. Answer the telephone
- 6. Distribute checks
- 7. Research and tag all unmarked merchandise
- 8. Notify manager of any supplies needed
- 9. Assist with the arrangement of donated items

SPECIAL REQUIREMENTS:

- 1. Must be over the age of 16
- 2. Must be available on a regular basis
- 3. Must have working knowledge of computer operations
- 4. Work well with others
- 3. Exceptional interpersonal and customer service skills
- 4. Good with numbers and record keeping
- 5. Good organizational skills
- 6. Work well under pressure
- 7. Good grasp of financial and bookkeeping procedures

TRAINING:

- 1. Will train volunteer on office operations
- 2. Will train to utilize computer

Signature of Volunteer

Date

Date

Signature of Supervisor

Updated March 2008