

HINDS HOSPICE
Volunteer Position Description

Position Title: Thrift Store Volunteer
Department: Volunteer Services
Reports To: Thrift Store Manager/Assistant Manager conjointly with the Thrift Store Volunteer Coordinator

SUMMARY

Works as a team member supporting situation defined duties associated with the smooth running of the charitable based Thrift Store.

TIME REQUIREMENTS

Flexible, with desired availability of minimum of 12 hours per month and a one year commitment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greet and interact with the public/customers with a positive attitude and demeanor
- Assist customers with questions
- Sort and process donations
- Hang and organize clothing and linens
- Organize and shelve new merchandise
- Light cleaning (sweeping, dusting, etc.)
- Operate cash register (potential opportunity for committed, long-term volunteers)
- Take direction in a positive and cheerful manner

QUALIFICATIONS

- Ability to follow the policies and procedures
- Willingness to document volunteer hours and mileage (mileage only if desired for tax purposes)
- Good customer service skills
- Reliable
- Ability to work as an effective team member
- Comfortable working with people of diverse backgrounds

PHYSICAL DEMANDS

- Ability to stand or walk around the store for extended periods of time
- Moderate lifting (<40 lbs)

ACKNOWLEDGEMENT

I have read and understand the above position description and provisions. I accept the above requirements and I understand that I may at times perform other duties attendant to this position

Name _____ Signature/Date_____

Supervisor's Signature/Date_____