



**The Haven Shelter & Services, Inc.  
Volunteer Position Description**

**Thrift Store Volunteer**

**Goals:** The Shoppe for Haven's Sake Thrift Store needs your help in operating the store. The Thrift Store receives gently used housewares, clothing, and furniture for resale to the public. All donated items must be sorted and saleable goods displayed appropriately around the store. All profits from sales benefit our organization and help to provide free services to those who have experienced sexual or domestic violence.

**Summary of Responsibilities\*:**

- Process Incoming Donations;
- Price, tag, and display items;
- Maintain store's appearance by reorganizing high volume areas
- Perform basic housekeeping tasks such as sweeping, mopping, and taking out the trash;
- Deliver overflow donations to local Thrift Stores within the Northern Neck and Essex County, or clothing donation bins throughout the town of Warsaw;

**Training and Support Plan:**

Volunteers will be trained on Mondays by Thrift Store staff and will receive continuing support from the Thrift Store Manager.

**Directly Reports To:**

- Thrift Store Manager
- Please refer to the Conflict Resolution Guidelines for further guidance

**Time Commitment:** Four to five days a month; 3-4 hour shifts (depending on volunteer's availability)

**Qualifications Needed:**

- Good customer service skills and the ability to stay patient, courteous, and accommodating to customers;
- A personal vehicle for delivering excess donations, if appropriate;
- Ability to lift up to 25 lb.

\*Responsibilities include but are not limited to the following.

I have read the following volunteer position description for the Thrift Store Associate. I have been given the opportunity to ask any questions as necessary, and I understand the description for this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date