

# 20<sup>th</sup> 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

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Signature of "Volunteer"

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Date

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Signature of Volunteer Supervisor

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Date