

VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Thrift Shop – Consignment Clerk
ORGANIZATION: Thrift Shop
CONTACT PERSON: Kristen Butler or Michelle Pearman
PHONE 895-6280
WORK LOCATION: Bldg 1040
ADDRESS: Blue Jay Street (Off Highway 441)
DAYS NEEDED: 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

Signature of Supervisor

Date