

AVIANO THRIFT SHOP

JOB DESCRIPTION FOR GENERAL VOLUNTEERS

Job Description:

1. A volunteer is described as a non-paid person who performs duties on behalf of the Thrift Shop.
2. All personnel working in the Thrift Shop will be volunteers.
3. Volunteers must be at least 14 years old (14-16 requires adult supervision, 16-17 without adult supervision at the discretion of manager) and hold a valid U.S. Military identification card.
4. Each volunteer is responsible for knowing his/her job description, as well as the policies and procedures of the Thrift Shop.
5. Volunteers 14-16 years old will assist in ways that do not directly work with customers or consigners. They will not partake in any "business transactions" i.e. financials, consignment and donation acceptance.

Duties:

- Creatively display merchandise to provide a pleasant shopping environment and promote sales or promotions.
 - Transfer items from processing center to the sales floor.
 - Be aware of merchandise stocking levels in all departments.
 - Help with Thrift Shop presentation.
6. Volunteers should fill out their hours of availability for the upcoming month, to allow the volunteer coordinator to ensure there are enough volunteers in the shop during operating hours.
 7. Volunteers should write their names on the calendars in the Volunteer Hours Log Book, for the days that they cannot work (ex. vacations, appointments, days or hours unavailable).
 8. Volunteers should consult with the Manager or Volunteer Coordinator for assigned daily tasks.
 9. Volunteers will clean up their workstations and straighten up the Thrift Shop before leaving each day. This includes emptying trashcans and removing unwanted items from the refrigerator.
 10. Volunteers will be alert for shoplifting and tag switching.
 11. Volunteers should insure that no food, drinks, or pets are brought into the Thrift Shop. Volunteers may bring in food and drink for their own consumption; however these items are only to be consumed in the Thrift Shop office area. With the exception of water.
 12. Volunteers will not bring children to the Thrift Shop during volunteer's hours.
 13. Volunteers should be DISCREET in showing interest in items being consigned.

14. Volunteers must have their consignments processed by another volunteer.
15. All items purchased by volunteers must be paid for at the time they leave the Thrift Shop.
16. Any differences among volunteers or customers shall be handled by the Manager. If the issue cannot be resolved by the manager, the Thrift Shop advisor should be contacted.

I understand that the Thrift Shop holds a friendly and helpful reputation within the community and I would like to contribute my time and effort to help better my community by volunteering. My presence will positively contribute to the pleasant environment of the Aviano Thrift Shop. I have read the Aviano Thrift Shop Volunteer Job Description. I understand that certain policies and procedures must be followed while I volunteer at the Thrift Shop and that if I have any questions, I will clarify them with the Manager.

Volunteer's Signature/Date

Volunteer Coordinator's Signature/Date

To be completed if a Minor is Volunteering:

I (parent/guardian) _____, grant permission for my child, _____, to participate in volunteer activities/duties with Aviano Thrift Stop. I agree on behalf of myself, my child's other parent, my child named herein, to hold harmless and defend the Aviano Thrift Shop unless the parties involved are careless or negligent.

Signature of Parent/Guardian

Date

ID Card verified by: _____