



VOLUNTEER POSITION DESCRIPTION THRIFT STORE

TITLE:

Thrift Store Sorter Volunteer TS-CV

MAJOR OBJECTIVE:

Sorters work in the “back of the house”, and are responsible for ensuring that all items that end up in the store are suitable for sale. While their work is mostly “behind the scenes”, they are essential to the store in that they ensure that we have a steady stream of good quality items available for customers.

RESPONSIBILITIES:

1. Sort donated items for pricing, moving each item to the correct area of the warehouse.
2. Check each item to ensure that it is suitable for sale in the store. Ensure that items to be sold are clean and in good condition. Make decisions about what items should be sold, passed on, or thrown away.
3. Determine price, tag item and place on the sales floor.
4. Store seasonal items in the correct locations until the proper seasons.
5. Hang clothes, checking each item for tears or stains and ensuring that zippers, buttons, and pockets are all in good condition.
6. Clean the work area at the end of the shift.
7. Wash donations when necessary (time permitting).

QUALIFICATIONS:

1. Able to distinguish items that are in good condition from items that are not.
2. Able to pay close attention to detail.
3. Able to move boxes and bags of donations and to do light physical work.
4. Reliable in coming for scheduled shifts, or phoning in advance if unavailable or sick.
5. Able to work well both independently and as part of a team.
6. Able to accept supervision and direction.

TRAINING:

1. Attend MSRPAC’s volunteer general informational session
2. On the job training with a qualified volunteer. All volunteers must start on weekday shifts. Training is not provided on Saturdays or Sundays.
3. Interview with Volunteer Services Manager or designee

TIME AND PLACE:

Shifts can be a full day or half-day. Full days are 9:30-4:00. Half days are 9:30-1:00 or 1:00-5:00.

COMMITMENT:

Minimum six month commitment, minimum two shifts per month

SUPERVISION:

Direct supervision by the thrift store staff. Indirect supervision by the Volunteer Services manager or coordinator.

BENEFITS:

1. Continuing Education
2. Recognition events
3. Volunteer newsletter
4. 10% discount at Critter Corner Pet Store & Thrift Store
5. Personal fulfillment
6. Licks, wags and purrs!