

Volunteer Job Descriptions

The following list reflects the numerous volunteer opportunities available with our organization. We take volunteering seriously and as such we feel it is important for you to know expectations up front. All position specialties are detailed next to each job role title. Please note any position(s) of interest on your volunteer application under "Skills". Thanks again for your interest in supporting your neighbors in the Mat-Su Valley.

Driver/Sorter (Warehouse)

Home pick-ups of furniture; collecting and transporting donations from collection bins and thrift store. Bring sellable merchandise from the warehouse to the thrift store. *Average time is 2 to 4 hours a day.*

Skills preferred: drive box truck; sort merchandise; home pick-ups; work outdoors; stand for long period of time; lift at least 35#.

Warehouse Sorter

Sift through donations to select sellable items for the thrift store. *Average time is 2 to 4 hours a day.*

Skills preferred: Able to stand on feet for at least 2 hours straight; good eye for detail; able to lift at least 10#. At the church sorting can be done sitting at a table.

Administration/Data Entry

Entering data from voucher forms and medical equipment forms, volunteer applications and donor lists. Maintaining the data bases for vouchers, medical equipment, volunteers and donors. Generate reports as needed. *Average time is 4-6 hours per week.*

Skills preferred: Proficient with computers; familiar with MicroSoft Office (Word / Excell) Work independently; follows direction; organized; attention to detail

Bookkeeping

Verifying cashier counts and balancing the safe on a daily basis. *Average time is 2 hours a day.*

Skills preferred: financial background; cashiering background; bookkeeping experience; comfortable with money; attention to detail;

Volunteer Coordinator

Recruits, coordinates and helps sustain a quality volunteer base for all areas of the turn-A-leaf store operation. Allocates volunteers to help CEO with various tasks. Works with store staff to find the best fit for the volunteers. *Average time is 4-8 hours a week depending on experience.*

Skills preferred: ability to multi-task; good oral and written communication skills; demonstrated ability to manage people successfully; demonstrated ability to speak in public with comfort.

Processor

Assists staff with moving sellable merchandise from the backroom to the sales floor. also performs tasks to maintain quality control on the sales floor. *Average time is 2-4 hours a day.*

Skills preferred: hang clothing; price items; stock items; clean/cull merchandise areas; quality control.

Fundraiser

Creates events, newsletters to stimulate financial donation growth in the endowment or thrift store operations. *Average time is 4 to 6 hours a week depending on experience.*

Skills preferred: ability to speak comfortably in public; upbeat; organized; attention to detail; creative; able to work with computer data base software.

Organization Advocate

Located in each church, club, association or group in the Valley. Communicates about the organization to cultivate volunteers and donors. *Average time is 1 to 4 hours per week.*

Skills preferred: Passionate about the organization mission; very knowledgeable as to the organization's mission; vision and core values; good understanding of the organization's social service programs; volunteered in store /warehouse. Ability to speak in public; has good oral and written communication skills.

Medical Equipment Clerk

Helps maintain the medical equipment inventory and performs maintenance / cleaning when needed. *Average time is 1 to 4 hours per week.*

Skills preferred: Knowledge of medical equipment; mechanical abilities, organizational aptitude, good oral and written communication skills.

Website/Social Network

Can be mobile. Responsible for maintaining the website and any social networking in which we are involved. *Average time 2 to 4 hours per week.*

Skills preferred: Very organized and creative with knowledge of computers; website programming, all social networks, good oral and written communication skills.

Thank you! When you volunteer at turn-A-leaf thrift store you help Valley individuals and families with limited financial means.