

VOLUNTEER POSITION DESCRIPTION

Family Shelter Service of Metropolitan Family Services DuPage

VOLUNTEER POSITION: RESALE SHOP ASSOCIATE

PURPOSE OF POSITION: Assist victims of domestic violence by helping staff with sorting and pricing of items at the resale shops

LOCATION OF ACTIVITY: Naperville OR Westmont Resale Shop

VOLUNTEER BENEFITS:

- Contributing to a community effort to eliminate violence in the home
- Increased understanding of domestic violence and its surrounding issues
- Make a contribution to the improvement of the lives of others and your community
- Opportunity to learn about different cultures and socio-economic backgrounds
- Active volunteers may obtain reference and/or recommendation letters

TIME COMMITMENT: FLEXIBLE: requests for your time will generally be arranged in advance
MINIMUM COMMITMENT: a 3 hour shift per week

PRINCIPLE RESPONSIBILITIES AND DUTIES:

- Price and sort donated items
- Keep store looking tidy by straightening shelves, organizing items
- Cashier duties, if comfortable, as needed
- Ensure confidentiality of clients at all times
- Contact staff as far in advance as possible if unable to provide assistance
- Other duties as negotiated

QUALIFICATIONS AND CHARACTERISTICS:

- Must be friendly and patient
- 2 hour DV101 training encouraged
- Maintain a supportive, empowering and non-judgmental attitude with victims of domestic violence
- Dependable, prompt and mature
- Good organizational skills and ability to be detail oriented
- Ability to work with minimal supervision
- Willingness to accept supervision and guidance
- Bilingual/Bicultural preferred

RELATIONSHIPS: Supervisor: Director of Resale Operations