



**Dane County Humane Society
Volunteer Position Description**

Job Title: **THRIFT STORE ASSISTANT VOLUNTEER**

Reports To: Thrift Store Coordinator

Trained by: Trained Staff and Volunteers

Scope of Position: This position supports Dane County Humane Society's mission and core values by managing the inventory of thrift store donations and assisting customers and donors at our Thrift Store located at 6904 Watts Rd. in Madison.

Duties and Responsibilities:

- Assist donors with incoming donations
- Clean, sort and price donations
- Greet and assist customers, answer phone and operate cash register
- Stock merchandise, set up product displays and clean retail area
- Pull out-of-date merchandise to sell in DCHS garage sales

Requirements:

- Minimum age 16 years to volunteer solo; minimum age to volunteer as a youth/adult volunteer team is 10 years
- Reliable attendance and ability to work independently required
- Have high-level English reading, writing, spelling and communication skills
- Have the ability to understand, remember and follow instructions and procedures; and the ability to ask questions when appropriate
- Friendly and positive attitude
- Ability to squat, bend, twist, lift or stand for up to three hours

Schedule, Training and Commitment:

- Training is hands on during your assigned shift
- Participate in ongoing evaluation program
- Shifts available:
 - Tuesday thru Saturday: 10am-1pm, 1-4pm and 4-7pm
 - Sunday and Monday: 10am-1pm, 1-3pm and 3-5pm
- Consistent attendance required. There are procedures in place if you need time off due to illness, vacation, work or other causes. Our expectation is that you will make up any missed time.
- Commitment of a two or three-hour shift worked per week for a minimum of six months.