

Clothes Closet **Volunteer Positions**

Clothes Closet Director

- Wants to alleviate the burden on schools and students, and to make things run smoothly to build an efficient and effective program.
- Duties:
 - Primary point of communication for the school's Site Coordinator re: the Clothes Closet
 - Works with the Site Coordinator to promote the Clothes Closet within the school, and to advertise volunteer and donation opportunities to the church
 - Depending on volunteer staffing structure, oversees and supports the work of the Clothes Closet's Volunteer Coordinator and Inventory Coordinator
 - Is onsite during open hours until trusted volunteers are trained to manage things smoothly on their own
 - Works with the Site Coordinator to make sure the school stays updated and comfortable about this aspect of the partnership
 - Carries out the roles of the Volunteer Coordinator and Inventory Coordinator (below), if it is a combined position
- Skills needed:
 - Organization
 - Leadership
 - Inspiration
 - Positivity
- Hours required:
 - 10-15 hours/week (more at startup)

Volunteer Coordinator (optional position, depending on the scope of work; duties may be done by Clothes Closet Director)

- Wants to support the Clothes Closet and volunteers, and make things run smoothly with volunteer coordination in the project.
- Duties:
 - Works with Clothes Closet Director to recruit and train volunteers
 - Ensures that onsite volunteers have had a background check run through the school
 - Manages the volunteer schedule
 - Makes sure that all volunteer timeslots are filled
- Skills needed:
 - Organization

- Leadership
- Inspiration
- Positivity
- Hours required:
 - 5-10 hours/week (more at startup)

Inventory Coordinator (optional position, depending on the scope of work; duties may be performed by Clothes Closet Director)

- Wants to support the Clothes Closet and volunteers, and make things run smoothly with inventory to create efficiency in the project.
- Duties:
 - Makes sure there are procurement people gathering supplies needed
 - Makes lists of needed items for shoppers and procurement people to obtain or advertise for
- Skills needed:
 - Organization
 - Leadership
 - Positivity
- Hours required:
 - 5-10 hours/week (more at startup)

Open-Hours Volunteers

- Wants to help connect with and serve the people using the Clothes Closet.
- Duties:
 - Is onsite during certain shifts
 - Helps students find the supplies that they need
 - Helps make the people visiting the closet feel comfortable
 - Stocks new deliveries
 - Makes sure the closet stays clean and in proper condition
- Skills needed:
 - Good with people
 - Welcoming
 - Willing to serve whoever visits the closet
 - Nonjudgmental
 - Selfless
 - Organization
- Hours required:
 - 2-4 hours/week

Off-Hours Volunteers

- Wants to provide students the right clothes in the right condition.
- Duties:

- Sorts through deliveries; donates unusable items and collects appropriate items
- Washes and dries donated clothes
- Skills needed:
 - Knowledge of products offered
 - Ability to do laundry (access to a washer and dryer)
- Hours required:
 - Varies depending on donations

Procurement Team

The Procurement Team (see “Strategic Planning” for Volunteer Organization document) should be contacted and available to help obtain donations of equipment, clothes, hygiene products, etc.

Transportation Team

The Transportation Team (see “Strategic Planning” for Volunteer Organization document) should be contacted and available to help transport equipment, clothing and other goods as needed.