CIS Thrift Shop Volunteer Commitment

Communities In Schools of Brunswick County, Inc

Shops located in Boiling Spring Lakes, Leland, Southport, and Sunset Beach

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Basic Function: Supporting day to day operations of the Thrift Shop by sorting of donations, assist with organization of items for display, operate cash register (optional), interacting and supporting fellow volunteers, customers, and staff.

Qualifications: A willingness to donate volunteer time on a regular basis. Preferable once a week in increments of a full day, half day, or fill in as needed. Volunteer time especially appreciated during holiday seasons. (Days of operation are Monday through Sunday) We respectfully ask that volunteers not be directly associated with volunteer or employment at other thrift, consignment, or resale shops. We appreciate your loyalty in supporting the CIS organization.

Volunteer Duties:

- Greet customers and offer assistance
- Accept donations, provide tax receipts, and thank donors
- Sort donations, tag clothing, steam clothing if needed, and prepare items for display
- Assist in maintaining clean floors and keeping merchandise neat and orderly
- Help with general housekeeping duties such as recycling items, taking out trash, cleaning windows, etc.
- Operate the cash register and conduct sales as needed
- Check dressing room to ensure that clothing is returned to their proper locations
- Routinely check merchandise on the sales floor for cleanliness, and appropriate placement
- Help recruit volunteers from the community
- Foster a positive environment for the customers, donors, and volunteers
- Promote the thrift shop in the community to secure donations, expand customers, and increase volunteer participation
- Participate in a volunteer training conducted by the thrift shop manager
- Support fellow Volunteers, Shop Managers, Administrator, and CIS Staff
- All CIS facilities and Thrift Shops are smoke free environments

As a professional courtesy to our employees, volunteers, and clients, CIS conducts criminal background checks on all employees and volunteers. CIS incurs this expense without cost to the employee or volunteer. If you would like further information about the background check, please refer to the thrift shop management personnel.

* I am willing to volunteer at the following CIS Thrift Shop(s):

_____Boiling Spring Lakes - 845.3555 _____ Leland - 769.6956 _____Southport - 457.7008 _____ Sunset Beach - 579.2300

I prefer working: ___mornings ___afternoons ___weekdays ___Saturday ___Sunday ___no preference

_____ _____ _____

Volunteer Name (Please Print) Signature Date

Phone number: _____ Student ____ School Name: _____

Home address: _____

City: _____ State: _____ Zip Code: _____

E-mail address: _____

Emergency Contact: _____ Phone Number_____ Relationship _____

I was referred by: ____ newspaper ____radio ____CIS employee ____friend ____social media

Referred by: (name) _____ School name if a student: _____

* I do not hold CIS responsible for any liabilities associated with my volunteer work at the Thrift Shop.

Please return this document to the manager at the appropriate Thrift Shop in which you wish to volunteer. Phone numbers are listed above. We are grateful for your support. Thank you for supporting CIS and helping make a difference in the lives of children and families. *Aug 2017*