



## **Y's Archie Gently Used Boutique**

### **Volunteer Role Description**

**POSITION TITLE: Y's Archie Store Volunteer**

**# INCUMBENTS: 5**

**LOCATION: Y's Archie Gently Used Boutique, inside Archie Stouffer Elementary School, Vintage Crescent, Minden, ON**

**SUPERVISOR'S TITLE: Resource Development Coordinator**

#### **PURPOSE OF THE POSITION:**

- To assist customers and/or residents living in Minden Hills in accessing affordable apparel and footwear,
- Maintain an organized, safe and welcoming atmosphere for shoppers to provide a positive shopping experience.

#### **MAJOR RESPONSIBILITIES:**

- Provide a welcoming atmosphere for shoppers,
- Offer assistance to customers in finding specific items,
- Accept donations as they come in during shift,
- Process and store donations after they arrive,
- Distribute clothing to racks as space becomes available,
- Determine total of each purchase and provide change using calculator,
- Maintain a clean, safe and organized shopping environment,
- Use discretion and confidentiality with each customer and consider special requests i.e.: discounts,
- Familiarity and adherence to Y's Archie Gently Used Boutique Operating Guidelines,
- Return money box to school office following each end-of-day shift.

## **KNOWLEDGE/QUALIFICATIONS**

- Approved YWCA Peterborough, Victoria & Haliburton volunteer,
- Engaging interpersonal skills,
- Organized & reliable,
- Use calculator/ make change,
- Awareness of rural community resources and of issues related to poverty, women and children abuse specific to Haliburton County is an asset,
- Work independently with limited supervision.

## **DECISION MAKING**

Good judgment must be displayed in managing difficult situations.

## **SUPERVISION**

Receives: General supervision from the Resource Development Coordinator.

## **COMMUNICATIONS**

As a person associated with the organization, courtesy, tact and confidentiality are essential.

## **EFFORT**

Work includes occasional lifting and carrying of donations and signage. Regular and moderate physical effort required; bending, lifting and crouching and reaching.

## **WORKING CONDITIONS**

Workload varies according to the desire of volunteer. Working hours are within a 9 am - 5 pm workday, and shifts are completely voluntary. Y's Archie is closed during all non-school days. Length of shift is 2 or 4 hours. Duration of commitment to this position is at the discretion of volunteer.