Aggie's Attic

A Mission Project of Greenwood United Methodist Church

VOLUNTEERS NEEDED!

Must be willing/able to perform the following tasks:

- Sort and price items
- Work on Friday once or twice a month
- Work on Saturday once or twice a month
- Provide a resume with related work and/or volunteer experience

First Friday, First Saturday, Second Saturday, Third Saturday, Fourth Saturday from 11am - 4pm

Please inquire within or text/call (804) 921-9385 for more information.

Aggie's Attic Volunteer Opportunity

 1. Manual Labor: I get calls from people who would like to donate furniture but need someone to pick up the furniture. We could use someone with a truck and the ability to load furniture or someone who could meet us there and help load the furniture. The only thing is, we have no idea when that call will come in, so it would be something that would have only a few days' notice.

2. Pictures and measurements need to be taken of each piece of furniture to load it online.

3. Cleaning: As mentioned above, we are open Wednesday through Saturday from 11 to 4. It would be great if we had a volunteer(s) to come in after those hours to sweep and clean.

I have attached a form. If someone is interested in doing any of these things, please have them fill in the form and send it to Susan Johnston at ksngal@aol.com or drop it off at the store at 6913 Lakeside Avenue in Henrico. The Aggie's Attic Phone is 804 921-9385

Hours of Availability: Wednesdays – Saturdays 11a.m. – 4 p.m.

AGGIE'S ATTIC

Volunteer Agreement

Volunteer's Name: _____

Contact Number(s):   Cell: _____   Home: _____

Days Available: _____

Email address: _____

Address: _____

                               _____

Emergency Contact Name & Number: _____

                               _____

Welcome to the team of Volunteers at Aggie's Attic Thrift Store, a mission of Greenwood United Methodist Church! The Attic could not operate without generous volunteers such as yourself.

Description of Duties

- If you will be unable to work your designated shift, please find a current volunteer to cover (a list will be provided upon request).
- Greet each customer as they enter the store and thank them when they leave.
- If a customer makes an inquiry that you do not know the answer to, take their name and phone number and let them know that someone will be in touch. Leave their information taped to the register so that someone can follow up with them.
- Each shift should have one volunteer covering the register and stay close to the store front to acknowledge customers as they enter and exit.
- The other shift volunteer should:
  - ❖ Straighten items on shelves/racks – anything to improve the overall appearance
  - ❖ Pull items from shelves that are out of season, soiled, torn or broken
  - ❖ Check items already on shelves for prices and price those that do not have one
  - ❖ Time permitting, sort and price donations and place ONLY PRICED items on shelves
  - ❖ ONLY the better-quality clothing needs to be priced.
  - ❖ Take empty hangers off the racks and place in their designated area.
- Settle the register at the close of each business day (sign the paper tape, list the date and the amount of the deposit), place the funds in the blue bag and put in the designated area.

Please sign on the back page.

- If an item is going to be held for a customer, write today's date, their name and phone number on a piece of paper and attach to the item or place the item in a bag and then attach. Make sure to tell the customer, the item will not be held longer than a week.

- All donated items do **not** need to be put out on display.
  - If the shelves are already crowded
  - If an item is placed in front of another item and it hides the item behind it
  - If there are already several items on the floor
  - If similar items have been in the store and haven't sold within two half-price sales

If you are not comfortable pricing or don't have the time to price, then donations should be left <u>unopened</u> in the back room with a note to be priced and stocked at a later time.

Thank you for your time, talents and commitment on this mission performed in the name of the Lord!

Volunteer's Signature: _____   Date: _____

Volunteer Coordinator's Signature: _____   Date: _____