

**Rotary**  
Club of the Caldwells



Willing Hearts Consignment Shop  
491 Bloomfield Avenue  
Caldwell, NJ 07006  
973.226.7488  
www.willinghearts.com  
Tues: 10-8 Wed - Sat: 10-5

## **VOLUNTEER JOB DESCRIPTION**

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### **Commitment:**

2-4 hours per week, 3 month minimum. Ages 16+ are welcome.

### **Report to:**

Manager

### **Basic Function:**

Work at Willing Hearts Consignment Shop in any of a variety of functions.

### **Duties and Responsibilities:**

- Greet and thank customers.
- Assist customers with questions.
- Perform duties as Dressing Room Attendant.
- Hang and organize clothing and linens.
- Organize and shelve new merchandise.
- Light cleaning (sweeping, dusting, etc.)
- Shelve and alphabetize records and books.
- Merchandize items.
- Opportunity for committed, long-term volunteers to learn how to operate cash register, consign and sort clothing donations.

### **Knowledge, Skills, and Abilities:**

- Must possess good organizational and communication skills
- Must possess excellent customer service skills
- Must be punctual and reliable
- Ability to work as an effective team member
- Comfortable working with people of varying socioeconomic backgrounds, sexual orientations and racial diversity.
- Many tasks involve standing or walking around the store, and some moderate lifting (<40 lbs). There is one flight of stairs in the rear of the store; however the front entrance is at street level.

**Fill out a volunteer application today.**